

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING**

**January 15, 2019
Library Director's Office
6:00 p.m.**

Minutes

1. Meeting call to Order- Attending- Brian Sylvester, Pat Hubbard Lori Chick, Nick Bellows, Steve Maimes, Bruce Jolin, Candy Bailey
2. Acceptance of minutes of December 12, 2018 Regular Meeting- motion by S.M./2nd L.C.
3. Treasurer's Report- Brian reviewed the YTD Expense report noting that where some line items had been dispersed at 100% it was because those costs were encumbered at the beginning of the fiscal year so that the funds would be reserved for those particular expenses. Leased copiers funds are adjusted throughout city departments. That line cost will be increased in next year's budget. On January 1, 2019 Treasurer's Report the Trust Account totals show as 'Not Available'. That was because the check was not broken down into individual amounts.
4. Budget Presentation- Brian reviewed the budget that he has presented to the City Manager. This is a 'Level 2 Budget' that has to meet the City Managers directive for. Costs can increase by 2%. Brian has requested funds for another Librarian 1 who will be dedicated to technology, updates to the Community Room to include audio-visual equipment, increase budget for digital content.
5. Friends of Library repo- The President and Treasurer positions have been filled so that the FRPL can continue.
6. Communications from Library Director- New carpet is being installed throughout the entire library. The trustees toured the top floor and discussed how the carpet installation can be done with the least impact on patrons and staff. All trustees agreed that the job necessitates that the library be closed during installation. The trustees requested that the library be closed from January 21- February 1. If the job is done sooner the library can reopen sooner. There will be signs, social media postings and a press release indicating the closure.
Website: The website continues to be worked on. It is essentially "ready for prime time" except that there is an issue finding out where the domain is registered.

Electronic Timekeeping: Nothing new to report

Personnel: One staff member has left. Interviews are underway to fill that position.

IT updates: email migration is in progress. WiFi is up and running. There is a second WiFi system for city employees with a password. This is not available to library patrons

OLD BUSINESS

Security cameras have been installed. Videos are now able to be saved. Police dispatch now has a live feed.

Juvenile fines- staff is working on a program that will be used by young patrons to read off their fines. Staff is working with a former trustee who is a school librarian.

NEW BUSINESS

There is an ongoing discussion (email chain included in notes) about the need for security on library computers versus the needs of the staff and patrons of the library. A meeting will be scheduled between some of the trustees and Blaine and Sonja to see if clarity can be achieved and the needs of both sides of the issue can be met.

NEXT MEETING FEB 19.