

# **LIBRARY BOARD OF TRUSTEES**

## **REGULAR MEETING**

**June 18, 2019**

**Rose Room, 6:00 P.M.**

### **MINUTES**

1. Meeting Call to Order at 6:00 PM:  
Pam Hubbard, Candy Bailey, Nick Bellows, Bruce Jolin, Steve Maimes and Brian Sylvester, Director.
2. Acceptance of the Minutes of the May 21<sup>st</sup> 2019 Regular Meeting
3. Treasurer's Report  
Everything is tracking as suspected. Will cover shortage for OCLC through microform line. Should end the year with a little bit of a surplus
4. Friends of the Library Report  
End of year Social was successful. A lot of people were there. The Friends are looking to find a few speakers through the NH Council for the Humanities
5. Communications from the Library Director
  - a. Buildings and Grounds update  
The City has contracted with vendor to wash all windows - this hasn't been done in in at least 6 years.  
Working on getting flag replaced
  - b. IT update  
Nominated Andy Watkins (IT Dept) for employee of the month for his work in getting the Library up and running after water leak. The leak has been properly repaired. Brian has requested that other water fountain is preemptively repaired.  
Brian will be meeting with Sonja to follow up on Library network issues. SonicWall network is at end of life - City will be migrating library over to the City's Aruba network.
  - c. Personnel  
Amy Lemelin will be coming on board to replace Kathy Mallet. Starts Monday. Sarah Smith has put in her resignation. Leaving July 12th. Replacing her is hiring priority
  - d. New position job description  
Started the ball rolling on creating the new 25 hour position that was created.
  - e. Upcoming programs: see attached  
Children's room summer reading program just kicked off.
6. Old Business
  - a. FY20 Budget update  
Most budget priorities were approved by Council: Librarian 1, the additional position \$13k was allocated to upgrade community room. Working with IT and Facilities to

procure new equipment and paint room.

Shortfall in revenue from special account will be accounted for in future budget planning  
- cut from periodicals, nonfiction and reference.

7. New Business

8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c), if needed

9. Other

CB - Rochester Reads is looking to get free libraries set up.

NB - Any update on fine read-off? Brian said letters have been sent to 6 local banks - haven't heard back yet.

10. Adjourn