

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**September 17<sup>th</sup>, 2019**  
**Rose Room, 6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 5:57 PM:  
Pam Hubbard, Lori Chick, Candy Bailey, Bruce Jolin, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes:
  - a. June 18<sup>th</sup> 2019 Regular Meeting: LC1, CB2, accepted.
  - b. August 15<sup>th</sup> 2019 Special Meeting: CB1, BJ2, accepted.
3. Treasurer's Report  
About where we would expect to be two months into the year (30%) – we encumber a fair amount up front. Brian distributed revenue report: 15% to date, vs. 17% at this point last year. Revenues appear to continue to decrease year over year. Other reports include fiscal year wrap-up and current month.
4. Friends of the Library Report  
Friends met in the Rose Room. Over 1000 books read by adults in summer reading program.  
Events:  
Monday November 18<sup>th</sup>: Steve Taylor speaking on poor farms and work houses before the Civil War; will ask for donations of canned food or scarves, mittens etc. Will invite a county commissioner to participate.  
Discussed funds for Library's adoption of a family for Christmas.  
December 6-7: Festival of Trees  
Week of November 18<sup>th</sup>: Katherine will teach how to assemble a basket.  
Next meeting Monday October 7<sup>th</sup>.
5. Communications from the Library Director
  - a. Summer reading programs wrap up  
Really strong response in the adult program: 1042. (Nick had to count them.) 356 in Children's Room, 42 in YA. Prizes donated by individual members of the French club.
  - b. Community Room upgrades  
Starting to move: contacting vendors for ceiling-mounted projector plus four ceiling-mounted speakers. Panel on the back wall has jacks to connect laptop or whatever. First quote came in below budget, so may be able to redo the window blinds as well. Ordered one chair dolly (to make sure our chairs fit) before ordering remaining four.
  - c. NHAIS ILL service upgrade  
Inter-Library Loan computer system died; state library has worked out a new system with their IT people. New system seamlessly shares library catalogs, instead of requiring manual updates to state catalog for every change in local library collection. May be able to launch as soon as October.
  - d. New position  
Emerging Tech Specialist funded for FY20. Primary role will be training the public;

instruction to the staff; also tech planning. Also working with Brian to formulate longer-range (3-5 year) tech plan. Job description draft will go to the personnel advisory board, then to another board for approval, after which hiring can commence. Maybe this fall.

- e. Buildings and Grounds:  
Stacks have been stabilized in Fiction. Successful; Brian plans to extend to movie section. Brick work out front has been partly fixed.

- f. Upcoming programs: see agenda attachment

## 6. Old Business

- a. Proposed IT changes  
November 1<sup>st</sup>: tentative Staff Development Day, tentative bulk upgrade of computer systems. Will need new printers because public-access computers won't be able to reach the same printers as the new staff computers.

## 7. New Business

- a. eCommerce module  
Purchased to allow credit-card payments for fines and lost items, was sold as an easy install. Spent 9 months trying to get it to work, have given up. Every transaction attempted through it failed. We're now pursuing a different path: the system used by the City.
- b. 2019 Library Closures and Holidays  
Brian distributed a proposed list. Move to accept: CB1, BJ2, unanimous consent.
- c. Digital vs. Print Statistics FY19  
Brian provided a handout with a chart.
- d. FY20 Goals  
See handout. Jody Walker is new head of Technical Services.
- e. Follow up to Amanda Weeden email of July 27, 2019  
Planning for how to increase support for the homeschooling community in the Children's Room.

- 8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)  
None

## 9. Other

SM: Fine sponsors?

BS: One bank pledged \$100, another two individuals collectively pledged \$150. Fines account for approximately 24% of collection budget; Trustees have previously raised concerns about relying on fines as a funding source.

PH: Treasure Chest for Food Pantry? I liked that because it was a constant reminder to bring food. Coming up on Thanksgiving and Christmas. List of needed donations is helpful.

BS: I could bring it up with the Friends to deliver donations.

- 10. Adjourn: SM1, CB2, adjourned at 7:20 PM.  
Next meeting will be October 15<sup>th</sup> at 6:00 PM.