

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, November 16, 2021**

**Community Room
MINUTES**

1. Meeting Call to Order at 6:33 PM

Marie Lejuene, Library Director

Peg Higgins, Ward 1

Samantha Merchant, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Bruce Jolin, Ward 6

Not Present:

Pam Hubbard, Ward 5

Logged in with Teams:

Nat Goodspeed, City Manager's Designee

2. Acceptance of the Minutes of the October 26, 2021 Regular Meeting

BJ1, PegH2

Roll Call:

Peg Higgins, Ward 1

Samantha Merchant, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Bruce Jolin, Ward 5

Nat Goodspeed, City Manager's Designee

3. Treasurer's Report

Normal Expenditures year to date.

Children's supplies are lower than normal

4. Friends of the Library Report

a. Comic book event was held on 11/9 and was a hit.

- b. Museum pass use is still down, but limited attendance for events contributes to this.
 - c. Abby's Place: Books have been so successful that Hope on Haven Hill has requested some books on recovery.
 - d. Wish List: A generous benefactor is funding the replacement of the chairs for the Children's Room in memory of 3 former Rochester residents.
 - e. Festival of Trees: This will be held on Friday, December 3 and Saturday, December 4. Volunteers are needed to staff the Friends of the Rochester Library table. There will be a basket to be raffled. The Friends will also be selling John Gisis calendars for \$15. \$2 of each calendar sold will be going to the Friends. Elaine Lauterborn donated at Nook Tablet 7 for the raffle basket.
5. Communications from the Library Director
- a. New Staff: The new staff members have started with some staff members moving to new positions. Amy Lemelin will be moving to the Children's Room and Emily Benson will be going to the Main Desk.
 - b. The new lighting upgrade has begun and it has been finished in the Children's Room. Other areas of the library will be started, starting in non-public areas then onto public areas. Sections will be closed while this is happening. It is slated to take 6-8 weeks to complete.
 - c. The library will be selling John Gisis calendars for \$15. \$2 of each calendar sold will go to the Friends of the Rochester Library.
6. Old Business
- a. Staff Development Day will be held on Friday, December 10, 2021. The library will be closed that day. The agenda has been done.
 - b. Holiday Treats: The sign up sheet has been passed around for people to sign up.
7. New Business
- a. Policy Information Session: Material Selection Policy was discussed. NG motioned to change the To Keep file for 1 calendar year to 5 calendar years. PegH2. The motion passed unanimously.

Roll Call was taken:

Peg Higgins, Ward 1

Samantha Merchant, Ward 2

Candy Bailey, Ward 3
Kathy Noble, Ward 4
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's Designee

- b. New Parking Lot: The First Congregational Church owns part of the Library's parking lot. The City has purchased land adjacent to the church to be used for a new parking lot. This was discussed and topics that came up were free parking for library patrons, better lighting, cameras in the area and some type of barrier (not shrubs) between the parking lot and the lawn of the library.
- c. Council Outreach: City Council members will be touring the library on Friday, January 7, 2022. Brochures will be handed out about the library and services it provides. Included will be a letter from the Trustees. Peg, Bruce and Marie will draw up a rough draft of this letter.

8. Other:

- a. It has been requested that the January 2022 meeting be moved up a week earlier to January 11, 2022.
- b. Nat asked about Internet Filters. The Main Floor computers do not have filters. The computers on the third floor will have limited access. A patron can request to disable the filters.
- c. Bruce asked about circulation numbers. This is increasing, foot traffic is still lower than 2019 but is getting better. Circulation is still low but is starting to increase.

9. Meeting was adjourned at 7:50 PM PegH1, SM2
Vote was unanimous to adjourn the meeting.

Next scheduled meeting will be Tuesday, December 21, 2021 at 6:30 PM