

LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

January 11, 2022

Community Room

6:30 PM

MINUTES

1. Meeting Call to Order at 6:33 PM

Marie Lejeune, Library Director

Katherine Parker-Wright, Patron Services Supervisor

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Kathy Noble, Ward 4

Bruce Jolin, Ward 6

Logged in with Teams:

Pam Hubbard, Ward 5

Nat Goodspeed, City Manager's Designee

Not Present:

Candy Bailey, Ward 3

2. Acceptance of the Minutes of the November 16, 2021 Regular Meeting

PH1, BJ2

Roll Call:

Peg Higgins, Ward 1: Yes

Samantha Gee, Ward 2: Yes

Kathy Noble, Ward 4: Yes

Pam Hubbard, Ward 5: Yes

Bruce Jolin, Ward 6: Yes

Nate Goodspeed, City Manager's Designee: Yes

3. Treasurer's Report

- a. The main change is that there is an expenditure of \$303.68 from the Edgerly Fund that was used for books on the outdoors per the trust. Marie reached out to the members of the trust (family members) to set up a press release.

- b. Unusual expenditure was for over-time which is very unusual. An employee worked a few hours over the 40 hours to fill in for another employee.
- c. Staff Development is ahead due to Marie taking a course.
- d. Copiers are a little over but the library has no control over this as it is a City item and it is not unusual to be a little over

4. Friends of the Library Report

- a. The 2 raffle baskets at the Festival of Trees brought in \$745.
- b. 69 of John Gisis' calendars were sold at the library.

5. Communications from the Library Director

- a. The lighting upgrade is complete as of this morning.
- b. With regard to the Story Time Room door being locked during supervised visits, it cannot be locked as it is an Egress that is needed in case of an emergency. Putting an alarm on the door was discussed so the room can be used for other groups, not just the library.
- c. Abby has scheduled 4 upcoming programs. A writing group, Meet and Greet at the Senior Center, a Wellness Program at the Rec Center and a Take and Make it on Saturday. There is a chocolate workshop coming up as well. Abby is also consolidating the Reference collection. The empty bookcases will be used for local history and genealogy.
- d. The ARPA grant to Digitize 29 microfilm rolls of the Rochester Courier (1864-1934) has been completed. The goal is to continue digitizing the Courier and other fragile materials so the public will be able to look at them.

6. Old Business

- a. Staff Development Day was a success. Eliza Tweedy from the First Congregational Church spoke about Trauma and Healing.
- b. The City Council Tour: the Library was the last stop of the City Tour and it went really well. The councilors were very interested. John Gisis donated calendars that were given to the City Councilors.

7. New Business

- a. Budget and Time Line

- i. January 14th is the deadline to have the budget in and it was submitted today. Not a lot of big asks, stays under the 2% cap non-salary and benefits line items.
- ii. Eliminating overdue services as only 25% was used last year. Funds will be allocated to electricity.
- iii. Children's supplies were up a little bit, adding monies to the Teen Room.
- iv. Marie is looking into transferring to Koha, as we are in the third year of the 5-year contract for Sierra (operating system). There will be a fee to transfer to Koha, but it would result in a savings over the long term.
- v. The City Manager will be making the formal presentation of the budget to the Council on April 19. This would be our April meeting date so we will meet on April 12 instead.

8. Non-Public Session

Pam motioned to go into Non-Public Session and Peg seconded it.

Roll call was taken:

Peg Higgins, Ward 1: Yes

Samantha Gee, Ward 2: Yes

Kathy Noble, Ward 4: Yes

Pam Hubbard, Ward 5: Yes

Bruce Jolin, Ward 6: Yes

Nate Goodspeed, City Manager's Designee: Yes

Motion to go out of Non-Public Session at 7:31 PM

PegH1, BJ2

Roll call was taken

Peg Higgins, Ward 1: Yes

Samantha Gee, Ward 2: Yes

Kathy Noble, Ward 4: Yes

Pam Hubbard, Ward 5: Yes

Bruce Jolin, Ward 6: Yes

Nate Goodspeed, City Manager's Designee: Yes

9. Other

- a. Trustee Training is available through Webinars
- b. Nat asked about buying/using the Friendly's building. It will be put on the agenda for next month.
- c. The meeting for April will be held on April 12th instead of April 19th due to the presentation of the budget.
- d. Peg asked about using the new sign on the Triangle to advertise events.

10. Adjourn

Meeting was adjourned at 7:39 PM, PegH1, SG2

Vote was unanimous to adjourn the meeting.

Next meeting will be ~~Tuesday, February 15, 2022 at 6:30 PM~~ CANCELLED

Rescheduled for Tuesday, February 22, 2022