

Minutes: Library Board of Trustees Meeting

Date: September 12, 2016

Called to order at 4:36 pm

Present: Mary-Louise Charnley, Diana Johnson, and Eileen Gilbert (Librarian)

August minutes were reviewed and accepted. Librarian's report was given.

Old Business

1. The alarm system was repaired at the end of August. The contacts on the sensor on the front door were replaced and the motion sensor in the basement was adjusted to account for the change in ceiling when the renovation was completed. The heat sensors on the main floor were also replaced. Eileen will check with the new company to verify the dates of the new contract for monitoring the system. Diana asked if we should have motion sensors on the basement windows. Eileen will ask for an estimate for this. Mary wondered if we should ask the town about cameras on Main Street keeping a view of activity in front of the library. She has concerns since the announcement board on the front door has been hit with a bb.
2. There has been little progress to hire a new library assistant; no success in the "library world". After discussion, it was decided that an advertisement should be run in the Daily Sun for two weeks and a sign should be posted in the library itself. Mary reminded us that a background check must be completed before a position can be offered.
3. Joe Rhodes began work to complete repointing brickwork on south wall. He has been working since Labor Day weekend. His invoices should be submitted to the Town Hall; the Town will be cutting checks from the library's capital reserve fund.
4. Computer replacement.

The library currently has 3 patron computers and 3 Chrome Books. The two staff computers are 2 years old. All of these patron computers need replacing and Eileen would like to add another so that there are 4 computers available for patrons. We had budgeted money to replace two computers this year.

Eileen spoke with Certified Computer Solutions, the company that works with the town and with whom we've worked for the past few years. Their estimate for 2 new computers for public access is \$5000; this is quite bit over budget (\$2588 available for computers) and not what Eileen had estimated the cost would be. Eileen has looked at pricing for computers through Quill (company from whom we purchase supplies), as well as pricing of Microsoft Office through Techsoup; we could save quite a bit of money this way (about \$2040 for 2 computers). Certified Computer Solutions could still install these computers and could repair them if they

should need, however, they cannot guarantee they would have the parts needed to fix the computer (they only do so if they install the computers). Mary made a motion to purchase one computer through Quill now and have CCS install it; if all goes well we can order a second in December. Diana seconded the motion.

New Business

1. Repair of front light. Gove Electric (company the town uses) was called to repair the light in the portico above the front door. The lantern needs to be rewired. The electrician doesn't know the price of the part yet.
2. Survey- Eileen created a survey on Survey Monkey to be given to all patrons. As she is limited to ten questions, she focused on hours, programming and collection; she hopes to create a second survey in the Spring about building expansion. So far, 28 patrons have answered the survey. She will put up a sign in the library advertising the survey as well. It should be completed by the end of the month. The information gathered in the survey will be compiled into a report to be shared at budget meetings this autumn and to inform decisions about hours of operation, staffing, collection, etc.
3. Library ornament- Eileen spoke with the artist and sent him a photo of the building. He returned a mock-up of the ornament and will run a mold of it. They cost \$3.50 each to make; if we sell them for \$10 each, we'll make \$6.50 profit on each. We could sell them at Deck the Village and possibly at the BHS Christmas Fair.
4. Budget- The trustees agreed to the line items in the general expenses of the budget with one change to the "computer supplies and service" line. It was raised from \$4300 to \$5000 to make sure the following expenses would be covered: printer ink for 2 color printers, the replacement of one computer and the addition of another computer and software. In looking into wages, three scenarios were considered: all hours remaining the same but with a 5% pay raise; 5 % raise and 2 fulltime employees with benefits- director and a full time assistant (?); 5% raise, 1 full time director and 1 assistant at 29 hours (no benefits). We do not yet know what kind of raise will be given to town employees. While we do want to stay in line with town raises, Eileen pointed out that we are on the low end of the pay scale for libraries our size in our area.

Adjourned at 5:35 pm.