

Board of Library Trustees Meeting Agenda
Tuesday, December 18, 2018
7:00pm

Present: Judy Gross, Chair
Lynn Coakley (Treasurer)
Jennifer O'Brien-Traficante
Janet Hromjak
Kathy Parenti
Sarah Sandhaige
Shirley Wilson (Alt) Voting member tonight
Chris Costantino (Alt)
Betsy Solon, Director

Excused: David Rysdam (Sec), Laura Dudziak (BOS Rep)

November Meeting Minutes were unanimously approved on a motion by Shirley and seconded by Janet

Treasurer's Report: The trustees unanimously accepted the treasurer's report. We received several donations this month. These donations were unanimously accepted on a motion by Lynn and seconded by Shirley. The budget has been wisely used this year – Good Job, Betsy and Staff!

DIRECTOR'S REPORT

STAFF NEWS

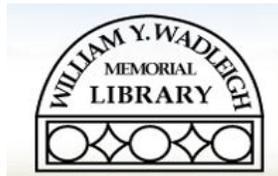
Many, many thanks from all of us to the Trustees for the Holiday dinner catered by Giorgio's! It was the gift that kept on giving, as everyone got to enjoy leftovers for lunch during the following week. We say farewell to Diana LeBlanc on December 21st and are excited that Kathy Prevey-Levin will be taking on additional responsibilities in January as a newly promoted Professional Librarian for Tech Services. Kathy and I will share Diana's Reference duties over the next 3 months as we evaluate the structures of the Tech Services and Reference departments and establish staffing needs to meet the goals of the Library's Strategic Plan.

FACILITIES

The elevator light went out in early December, but has now been repaired. Jeff would like the Trustees to consider spending \$600 to have the 10 upholstered chairs and 2 couches deep-cleaned.

PROGRAMS

We are experimenting with daytime movies screenings for adults via a program called "Monday @ The Movies." The Children's Department's Thursday morning "Little Explorers" program has been so popular that they will be offering it twice a week beginning in January.



OTHER NEWS

GMILCS Updates: Our delivery service (Freedom Xpress) “resigned” from the consortium starting January 1st, so we have been actively seeking a replacement van service. There are now 3 possible vendors, one of which will be voted upon at the December GMILCS meeting. This will mean a slight increase in dues for each library beginning in 2020, so we will need to factor that into next year’s budget planning. *We have enough money in the budget to cover the expected increase*

Town Department Head Meeting Notes: All departments except for DPW are using the NovaTime time keeping system. There will be a special Select Board meeting on January 7th to review 2019 warrant article proposals. The 2019 Budget hearing/review is scheduled for January 14th. (FYI: I reached out to the Library’s BAC representative, Chris Skinner on December 6th with possible dates to meet regarding our needs and goals and also invited him to attend tonight’s trustee meeting.)

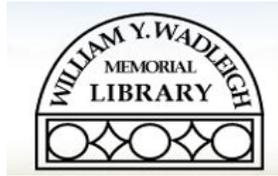
Fines Discussion: We applied the \$500 gift designated for fines payments to 47 accounts with outstanding fines on children’s materials – what a nice holiday surprise for those folks thanks to an anonymous donor! I sent out a link to a TED Talk on fines for Trustees to review for our discussion about removing fines on youth materials.

https://www.ted.com/talks/dawn_wacek_a_librarian_s_case_against_overdue_book_fines

For those of you with young ‘uns in your holiday lives: New Hampshire children have chosen *Not Quite Narwhal* by [Jessie Sima](#) as the winner of the 2018 Ladybug Picture Book Award. There were 20,353 votes cast this year at 160 sites across the state. I’ll attach a full list of nominees to this report!

Old Business

- a. Library Policy Review. Kathy made the edits to the *Request for Reconsideration Policy and the Request for Reconsideration* which were suggested at the November meeting. The trustees unanimously approved the acceptance of this policy on a motion by Janet and seconded by Lynn. Janet will prepare an update for the Weapons Policy. Betsy will work on the update to the Unattended Minors Policy. Judy and Betsy are working the update of the employee handbook. They will send it for our review when they are done.
- b. Building Project. The Building Project RFPs from the architects were reviewed at a previous work session. There was considerable discussion at this meeting about the format of the interview, the order of the architects (drawn from a hat), the questions to ask during the interview, and the materials that the architects should bring. The interviews of the selected architects will be in the order below starting at 5:00pm on January 15, 2019. Trustees are to be in place at 4:45 so that the first architect may begin on time. The schedule is as follows:
 - At 5:00pm - gBA
 - At 6:00pm – Lavalee Brensinger
 - At 7:00pm – The Architects
 - At 8:00pm – SMP



- Judy will write to each architect via email. The letter will notify the architects of the interview schedule and that they have 45 minutes for their interview and presentation. They should bring:
 - a demo flythrough
 - a demo rendering
 - Their model contract
- Questions to ask during the interview: Judy wants us to bring our questions specific to each proposal
 - What support does the architect expect to provide within the scope of their RFP?
 - Why do they want the job?
 - Give an example of a project which they have completed in New Hampshire that is similar to the Wadleigh Memorial Library project?
 - Who is selecting the construction manager?
 - What do they consider as reimbursable expenses – for example; how is travel handled?
 - How did they go about getting funding when they felt resistance for the project. What was left in the wake with either success or failure of the project?

Facilities – upholstery cleaning

- Kathy made a motion to use \$600 from the regular fund to clean the upholstery on several couches and chairs, which was seconded by Jenn. The trustees unanimously approved the expenditure. The funds generated from the Passport Renewal program will cover the costs. Jeff Mackey (Facilities Manager) will use the same company which did the carpet cleaning.
- Soldier's Memorial Light. Betsy wanted clarification concerning the timeline and status of the fountain and statue. The trustees decided to focus on recollecting the stones. The building project will determine the future location of the statue; it would be best to limit the number of times the statue is moved.

New Business

- Fines on Youth Materials. Fines often present a barrier to children's access to library materials. Several libraries have removed fines from youth materials without experiencing any harm. More materials are likely to be returned so that the loss in fines revenue is offset by the return of materials without legal process or replacement costs. There will be a drop in revenue which can be covered by the increase in revenue from the passport renewal service. The trustees approved a motion (6-1) by Jenn, seconded by Kathy to recommend that Betsy, on a trial basis, remove fines on youth materials for 6 months. Betsy will determine a metric to use in June when the staff assesses the impact of this decision.
- 2019 Calendar. A motion by Sarah, seconded by Lynn was unanimously approved to accept the 2019 calendar presented by Betsy. It will include the successful annual staff development day.
- Town Annual Report. One of the two annual reports for the Town Report is written by the Trustees. The report is due at the end of January. THANK YOU, Shirley, for volunteering to write this year's report from the Trustees.

Meeting Adjourned at 8:25

- a. Upcoming Events: **Tuesday, January 15, Architects Interviews, 5pm**
- b. Date for Next Meeting [*January 22, 2019 (snow date 1/29); 7pm*]