

Barrington Public Library
Board of Trustees
October 17th, 2017
Accepted Minutes

Present: Sam Boduch, Lydia Cupp (ALT-voting), Ron St. Jean, Peter Royce, Lindsey Maziarz, Robert Drew, Susan Frankel (ALT), Leigh Elliott, Victoria Sellers (ALT), Amy Inglis Library Director, Traci Bisson (late arrival 6:20pm)

Also present: George Bailey, Selectman

The meeting was called to order at 6:03pm

The minutes from the public meeting on 9/19/17, which continued on 9/26/17, were approved in a motion (m/s Robert/Lindsey) and passed on a voice vote.

The non-public minutes for both 9/26/17 and the non-public minutes from the special meeting on 10/04/17, were approved in a motion (m/s Ron/Robert) and passed on a voice vote.

Donations were accepted (itemized below) in a motion (m/s Ron/Robert) and passed on a voice vote

9/25/17	\$59.00	\$41 clay bowls program/ \$18 change jar
10/10/17	\$45.00	\$25 doo wop concert /\$20 change jar

Public comment: George Bailey stated that the author event with Michael Hasting will be Friday October 27th at the American Legion from 6-8:30pm. He provided a flyer to be posted on the library bulletin board.

Friends update: The “Just Desserts” fundraiser will be held on November 4th at the library from 4-6. Tickets are still available for \$5 each and will allow each entrant to try each of the 10 desserts presented.

The Barrington Friends of Music Craft Fair is slated for November 11th from 9am-3pm.at the Barrington Middle School. The Friends will be manning a table there and have volunteer coverage for the day. They will be selling raffle tickets for gift baskets, with proceeds benefitting the Friends.

Outreach committee update: Calef’s Country Store outreach event on September 23rd was successful. The jam tastings on the porch were a big draw and helped to increase sales of jams at the store. Calef’s donated .50 from each jar of jam sold during the month of September, which came to \$400. This amount combined with the \$88 collected in the donation can during

the events on 9/9 and 9/23, plus the donation jar that was on display in Calef's all month, came to a grand total of \$606.00. The Library Foundation will be the beneficiary of the entire amount.

The outreach committee assisted Wendy in creating some of the pieces for the Trunk or Treat event hosted by the Recreation department, planned for October 21st from 3:30-5:30pm. Both Sam and Lydia will be in costume and helping Wendy pass out candy at the event also.

Also planned for the committee will be to partner with the Friends during the craft fair on November 11th to have a presence during peak hours that day.

The Treasurer's report was accepted with a motion (m/s Robert/Sam) and passed on a voice vote.

Foundation update: Traci states that the Foundation has received initial donations from most of the Trustees and reminds the board if they have not submitted their pledge cards to please do so ASAP. The Foundation is preparing their presentation to the Friends of the Library soon and feel it is essential that they have 100% participation from the Trustees.

Directors Report: The board approves changing the amount of anticipated donations from \$250,000 to \$500, 000 on the Capital Improvement Plan figures.

Amy has drafted a summary describing what the technology fund is, what it has been used for and what plans are in place for further funding. In 2018 the technology fund will be used to replace all the staff work stations with a system that has a central server and thin clients. This will increase the libraries ability to ensure backups of data, lower the cost in future to replace a thin client rather than a PC for every station, and allow easier maintenance of the system from one location.

Review of a new feature Amy plans to be rolling out soon on the website is a Community Feature section. This will be used to promote organizations, clubs, events, workshops, or any activities other library patrons might find fun or helpful. Patrons can submit a post for the group/event, and pending approval by a staff member, the post will then display in search results in the card catalog. These postings will also be on a rotating display in the card catalog.

Instructions for how users can post their events has been drafted, along with the policy for users to abide by when posting: "This feature may not be utilized by profit based businesses to promote sales. All such posts will be denied by the staff moderator. Free to the public events held by a business may be posted. (Ex. Offering a free author reading, opening your pond for a community skate, offering a free kids bounce house or activities) Non-profit fundraising events the community may attend may be posted." The board approves this policy.

Amy will be away at a conference from October 22nd-24th.

Amy is working on scheduling the programming for the next few months into early Spring. Most of the typical programming is being planned such as adult book groups, travel clubs, and locating artists to display during January-March.

The Friends of the library have agreed to fund all of the items (listed below) that Amy asked to fund for 2018 which total \$1952.50

- Children's Museum of Dover pass \$300
- State Parks Pass \$52.50
- Museum Pass Program \$500
- Periodicals support \$500
- Summer reading program support \$400

The board agrees to Amy drafting a personal statement regarding her stepping down as Director.

The library budget will be presented at the Board of Selectmen on November 13th at 6:30pm at the ECLC. It is expected that all Trustees be in attendance at this meeting. Amy will present, along with Sam a bulleted list of budget changes.

Search Committee update: the committee has formed a tentative timeline for the job posting, interview process and ultimate hiring of a new Director. Ready for review are the job description edits made by the committee as well as the job posting which after approval will be ready to be posted. Peter makes a motion to empower the committee to make any final edits needed for the job posting and to post the open position. The motion is seconded by Ron and passed on a voice vote.

The job posting will have a link to the full job description. Discussion of salary range to be listed on the posting is had and it is suggested that a range is should be listed as well as the statement, "Salary commensurate upon education and experience."

George suggested that the job posting be emailed to him and he will assist in having the posting added to the town website. The position will also be posted on the Library website, as well as the NH Library Jobline, The NH Municipal Association, the ME State Library jobline, The New England Library Listserv and the Simmons jobline.

Robert makes a motion at 8:02pm to go into non-public session per RSA 91-A:3 II personnel, it is seconded by Sam and passes on a voice vote.

A motion to return to public session at 9:14pm is made by Peter, seconded by Robert and passed on a voice vote.

A motion to adjourn at 9:15pm is made (m/s Sam/Lindsey)

Next meeting scheduled for November 21st, 2017

Minutes recorded by Leigh Elliott