

**Laconia Public Library
Board of Trustees
Minutes of Meeting
August 23, 2018
Volpe Conference Room**

Call to Order:

Laconia Public Library Board of Trustees held their regular monthly meeting in the Volpe Conference Room. Chairman John Moriarty called the meeting to order at 5:02 p.m.

Present:

James Anderson; Aaron Bassett; Kimberly Danosi; John Perley; alternate Bruce Kneuer; and Director Randy Brough. Chairman seated Kneuer.

Not Present: Marie Bradley; Liz Rosenfeld.

Reports:

Secretary's Report:

Minutes of July 26, 2018 meeting (as amended) approved. Motion by Anderson, seconded by Perley (unanimous).

Treasurer's Report:

End of fiscal year numbers are still unavailable so vote on June financial report was tabled. July 31 financial report accepted) on a motion by Anderson, seconded by Bassett (unanimous). On a motion by Anderson, seconded by Bassett, Board voted unanimously to eliminate expenditure report prepared by library and use the expenditure report prepared by City Finance Office. On a motion by Bassett, seconded by Anderson, Board voted unanimously to request that City Finance office add subcategory lines to budget documents.

Technology:

ILS Field trips are scheduled:

Thursday, August 30, 2:00pm – Gilford PL (Apollo)

Thursday, September 6, 2:00pm – Hall Memorial Library, Northfield (Atrium)

Thursday, September 13, 2:00pm – Lebanon PL (Koha)

Field trips will be posted as Technology Committee meetings.

Endowment & Investment Committee:

MS-9, 10 procedures will be discussed at the November 1st Board Meeting.

Personnel:

New Library Assistant Allison Lawrence began work on Monday, August 13th.

Building & Grounds:

- i. Periodical Room Roof: To be repaired in September. Periodical room ceiling also needs to be repaired and painted.
- ii. Main Street walkway: Repaired - pavers reset by CBH.
- iii. Eversource Esplanade: John Moriarty will speak to project coordinator about planting grass this fall.
- iv. Waterproofing 2006 exterior masonry: John Moriarty obtained quote from BPS - \$28,700.00 for waterproofing that provides five years of protection.

Chairman's Report:

Distributed blank director evaluation forms. Non-public meeting on September 6, 5:30pm, Volpe Conference Room. Director will send a) newest edition of State Annual Report to Trustees, and b) a link to State Library data.

Old Business:

Microfilm Machine: Board voted (motion: Bassett; second Danosi) to purchase a ST ViewScan Universal microfilm digital reader, software, and one year next business day service for \$8,970.60 (\$6,000 – carryover; \$2,175.60 from equipment line, current FY budget; \$795.00 from maintenance line, current FY budget). Vote unanimous.

Disposal of video surveillance equipment: speaking with school officials soon.

Hoopla

Effective August 7th, Hoopla is no longer emailing LPL's Hoopla users an end of month push to use remaining check-outs. Board voted unanimously (motion: Anderson; second: Bassett) to reduce Hoopla circulation limit from the current ten to five. Director will transfer \$3,400 from McNaughton line and \$1,000.00 from Goss book lines to Hoopla line, bringing total to \$10,400.00. The library will continue to monitor usage and spending as adjustments are implemented. Patrons will probably take some time to adjust.

New Business

City Manager proposal to be open Columbus Day, close Christmas Eve Day. Board voted unanimously (Motion: Anderson; second: Perley) to follow City Manager proposal, pending City Council approval at Monday evening's meeting.

Meeting adjourned at 7:40 pm. Motion by Danosi, seconded by Kneuer. Anderson opposed.

Upcoming meetings:

September 6, 2018 5:30pm (non-public)
September 27, 2018 5:00pm
November 1, 2018 5:00pm
December 6, 2018 5:00pm

Respectfully submitted,