

**Laconia Public Library
Board of Trustees
Minutes of Meeting
November 1, 2018
Laconia Rotary Hall**

Call to Order:

Laconia Public Library Board of Trustees held their regular monthly meeting in Laconia Rotary Hall. Chairman John Moriarty called the meeting to order at 5:00 p.m.

Present:

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

Not Present: Aaron Bassett; Liz Rosenfeld.

Reports:

Secretary's Report:

Minutes of August 23, 2018 meeting approved. Motion by Anderson, seconded by Perley (unanimous).

Treasurer's Report:

In house prepared reports for August and September were briefly reviewed. Acceptance of reports is delayed pending review of expense reports.

Technology:

Committee visited Hall Memorial library, Northfield (Atrium ILS) earlier this afternoon. Next Thursday, November 8, the committee will be visiting the West Lebanon branch of the Lebanon Public Library (Koha/ByWater) and on the 15th, Gilford Public Library (Apollo/Biblionix

Building & Grounds:

The library has several chimneys. In brief, note that the north chimney used to service the fireplaces in the Teen Room, and the upstairs Reference Room. This chimney is believed to have closed in the 2005 renovation, for repurposing as a chase way for both air exchange and conduit runs. The south chimney services the Periodical Room, and may or may not be a functioning chimney.

Water infiltration and damage to the interior plaster has occurred, most likely several years ago, and most likely as a result of damage to the slate roof around the cricket behind the chimney and the flashing beside it.

As a result, Mason Bob Huston has made nearly \$3,000 in repairs to the mortar pointing that adjoins

the granite blocks on the north chimney. Bob does not believe that any water infiltration occurred as a result of these gaps, but repair was wise to prevent future failures caused by the freeze/thaw cycle. Bob recommends returning in the spring to do less significant repairs on the south chimney. Bob also cautions that future, more significant repairs, may be required to the north chimney.

Randy is working with Parks & Rec Dept. to arrange scaffolding and labor to repair and repaint the plaster ceiling of the Periodical Room. The expectation is that will be completed by the end of this calendar year.

Personnel:

John Moriarty and Kim Danosi met with Director Brough to discuss his evaluation. He has been tasked with establishing both work-related and personal goals.

- 1) Create play area in Children's room; Install at least one information kiosk (near Church Street foyer); Install monitor in staff work room to enable staff to monitor cameras; Purchase four new chairs; Build on maintenance calendar.
- 2) Improve staff communication (more staff meetings, timely staff evaluations); Add suggestion boxes (paper responses; digital once information kiosk is installed); Identify three to five library visionaries to meet with Board and the director to assist with future planning. Randy will be looking for people who have proven experience attracting new users to libraries and who are able to identify the needs of their communities. Randy has not started this process, but will ASAP.

Old Business:

The new microfilm reader is operational. Patrons seem happy with the new features it offers.

Hoopla

The trustees decreased the maximum amount of monthly borrowing from ten to five at the August meeting. The September invoice showed a decrease of nearly exactly 1/3. October showed a further decrease of 10% (from September).

New Business

Non-resident library card fee and eligibility were discussed and then tabled on a motion by Anderson, seconded by Danosi (unanimous).

On a motion by Danosi, seconded by Bradley, Board voted unanimously to approve a transfer of sick leave from two library staff to a third.

Director is preparing a needs-based FY 2019-2020 budget, to be completed prior to the next Board meeting on December 6.

Board members engaged in a discussion of library trust funds: purposes, management, expenditures.

Meeting adjourned at 8:15 pm. Motion by Bradley, seconded by Anderson (unanimous).

Next meeting:
December 6, 2018 5:00pm

Respectfully submitted,