

Pease Public Library Board of Trustees, Minutes of Meeting, June 20, 2019, 4 p.m.

Present: Winnie Hohlt, Quentin Blaine (via telephone conference call) Diane Lynch (Director), and Bridget Powers.

Winnie called the meeting to order at 4:00 pm.

Winnie moved to accept the meeting minutes as amended for the May 16, 2019 meeting. Bridget seconded the motion. All in favor.

Action items for vote:

1. Three board member signatures are required for the Personnel Action Form for Shana Zarnowski. Winnie signed, Bridget signed, and Quentin has agreed to sign upon his return from vacation next week. Shana is due to begin her Full-time position at Pease Library on July 1, 2019.
2. LED lighting proposal/encumbrance of funds: Diane asks for approval by the Trustees to encumber funds in the amount of \$19,000 for the LED lighting project. Quentin moves to accept, Winnie seconds the motion and all vote in favor. The motion passes.
3. Diane, on behalf of staff, requested that the Library be closed on Saturday, August 31, 2019 in observance of Labor day. Bridget made a motion to accept, Quentin seconded this motion, all were in favor. This motion passed.
4. Policy Changes to Fines and Fees: The Website contains outdated information. Diane, on behalf of staff, proposed to change the \$5 processing fee for lost items, as it seems to be a deterrent to the return of lost items. The message would remain that we keep the "patron billed the retail cost of the lost item" piece. Also to be removed would be items no longer used widely or no longer offered (such as VR glasses, discontinued museum passes, etc.) Quentin suggested we may work with NH Historical Society to allow for a pass that does not require a physical/returnable pass. This is our only remaining physical museum pass at this time. All other allow photocopy. All in favor of these changes to update this policy. Motion passed.
5. Policy changes in the DVD Cleaning policy: Diane proposed to remove the policy from the Website as this service is so rarely used, but to keep the policy and service. Quentin voiced concerns about it being an unadvertised policy. Bridget suggested mention of the policy and service on the website, but not listing it in its entirety. It was suggested that we continue to list the service in the brochure.

Quentin asked if libraries currently offer home streaming services. Diane has experience with such services and explained that they are generally charged on a per-patron-usage basis, which makes budgeting difficult and can become very expensive. The group agreed that these are good services to consider if the budget could sustain it.

Quentin will not be available for the next meeting, July 18, 2019, but may be able to participate via phone conference. Bridget may not be available for the meeting that day either.

Diane reviewed the Director's report. Staff needed some review about keeping donations vs. conscience can money straight, but that has been clarified now.

Circulation stats have been down a bit, but Diane gave credit to Jane K, who has done lots of work re-arranging and helping in many ways. Downloadable book use is up a bit and so is meeting room use.

The Community Room drywall repair has been pushed back to July. Diane would like to get estimates for painting the main area of the library as it is showing wear.

The YLLA is providing funding for new meeting room chairs and dollies on which to stack and store them.

Diane continues to work through the policies for updating.

Tanya is busy preparing for the kickoff of the busy summer reading season.

Fall adult programming will include:

Sept: Ben Kilham, Bears

Oct: Robbin Levin, How to do EBay Selling

Nov: Buzz Scherr, Do You Know Where Your DNA Is?

*The YLLA has offered funding of \$250 for one of these.*

Winnie reports Manuel Sterling as a possible future presenter. Questions remain about creating a piano use policy.

Respectfully submitted,

Bridget Powers