

Minutes of the Manchester Public Library Board of Trustees

Meeting Date : March 7, 2019

Call to Order : 9:10am

PLACE : Library Reference Room

PRESENT : Ric Rogers, Dave Shaw, Sara Collins, Director

OBSERVERS: none

1. Approved previous minutes of Jan. 24, 2019 unanimously
2. Directors Report - review/discussion ; approved unanimously
3. Old Business (updates on past projects, activities)
4. Projects and activities:
 - Budget/Finance – All departments passed at 2.5% level.
 - Shared resources – Sara met with consultant to discuss library operations and costs; consultant will review data from other departments and Essex to complete analysis and make any recommendations for resource sharing.
 - Buildings and Grounds - proposal for lawn care for \$440/yr., one element is not organic and would require flagging, Sara will inquire about premium all-organic package
 - Friends of the Library - Agreed to pick up half cost of digitization of Cricket; Cricket agreed to fund the other half. Friends will most likely propose refinishing round table, around \$300.
 - YA Space – discussed safety issues. Anne Cowman has reached out to other libraries with a similar setup for suggestions; they have mentioned cameras and regular walk-throughs. Camera seems like overkill for our space. Electronic beeper (door count) may be a way to monitor usage and traffic, with added benefit of providing usage data. Concern more about adult behavior/activity than about teen behavior.
Possible ribbon-cutting on Saturday, April 6. (National Library Week is April 7-13.
 - Policies – Discussed shirts and shoes requirement, no sleeping, pets in building, phone use only in vestibule, ban on tobacco/e-cigarettes; also TAB's recommendations for behavior policy. Trustees need to review Patron Behavior Policy (available as PDF on website) in light of new YA Space considerations.
 - Technology – Survey pop-up removed from website; Dave fixed/implemented Google Analytics tracking code. Discussion around usage of donated laptops and tablets; plan is to encourage usage by displaying more prominently, especially in YA Space.
 - Staffing – need to evaluate impact of the opening of the YA Space
 - Trustee Institute
 - Strategic Plan – responses to survey up to 302. Next step is analysis and reporting.
 - Little Free Library – Eagle Scout has proposed installing a little library at the beach - including funding, construction, and maintenance.
5. Adjourned: 10:30 a.m.
6. Next Trustee meeting: March 21, 9:00 a.m.

Submitted by David Shaw