



MINUTES OF THE Manchester Public Library Trustee Board

Meeting Date : Sept 22, 2016

Call to Order : 10:37 AM

PLACE : Library Reference Room

PRESENT : Tim, Alida, Dot, Sara

OBSERVERS : none

1. Approved previous minutes of – July 28, 2016 and July 13 Foundation Meeting, 2016 Tim moves. Alida 2nds to approve, passed unanimously.
2. Directors Report - review/discussion - accepted
3. Old Business (updates on past projects, activities)
 - Trustees self-evaluation postponed til Oct meeting
 - Future Technology Plan to encompass public/patron needs (not library staff infrastructure) Tim has started the process, to include the community, he will submit a request for community input in the Cricket, with a date for a brainstorming session.
 - Director's Office Proposals: Sara unable to get another contractor to come by for a 2nd estimate. Trustees suggested additional contractors to contact.
 - Back alley flooding issue/proposal: Filias (Jeffrey's Creek) has done some work since last board meeting, cost under \$1000.
 - Exterior wall bronze sign: Gary from Cape Ann Sign notes protruding surface where mounting the sign was initially planned. Trustees & Director viewed the wall and prefer sign be closer to the corner (8") rather than further to the left. Sara will contact Gary, send photo of preferred spot.
 - Exterior Wall Grout, blooming: Judith Selwyn and owner of MJS agreed on process and extant of cleaning the efflorescence, quote for \$5,900. Motion to use Winthrop funds to pay for cleaning of major areas. Passed unanimously.
 - Director's Review: Tim will meet with Sara within the next 2 weeks for the review.
 - Oil-gas conversion: seems to be moving forward. Greg is working on it.
4. Ongoing Business (current projects and/or activities)
5. New Business (current projects and/or activities)
 - Meeting use policy: Even though we do not have a meeting room, recent requests from private groups to meet in the library have come up. Sara will draft a simple policy stating private groups cannot meet in library, with exceptions at the discretion of the Director.
 - State financial report: almost complete, Tim will come in next week to sign it.
 - Hotspots: Libraries are now circulating hotspots for patron use. There is a program to distribute free hardware this month, with monthly charge of \$31 each, Director request 2 for a trial period (track usage and hidden costs) and trustees will put the monthly charge on the Friends' Wish List. Note, the state reports include a line for circulating hot spots.
 - Holidays: Director requests closing the library on Dec 24 instead of being open 10-1. Tim moves to close on Dec 24, passed unanimously.



- FOL joint meeting & wishlist: Friends propose Nov 15 around 6 or 6:30 at Trask House. Trustees agree.
- Sara presented a draft wishlist and she will ask staff for requests. Dot will clean up the list and look for ballpark costs.

6. Executive session as needed - none

7. Future Business -- FY18 budget process starts in Oct. Alida reviewed the Long Range Plan and the goals, objectives, actions that we may want to consider including in the coming budget process.

Discussion of Long Range Plan: Sara shared highlights of the past year (she wrote up for the town employee annual meeting) Adult and youth services has increased, both in circulation of books and e-content, and in program attendance.

An increase of 1000 check-outs over last year (total 20,742) and ebook usage increased from 1200 to 2300. Adult programming attendance doubled, 1250 this year from 535 last year. Teen attendance doubled from 434 to 928 this year. Increases in usage all being goals of the Long Range Plan.

8. Set Next Trustee Meeting - Oct 20 at 10:30 AM

9. Adjourned - 12:08 PM

Respectfully submitted by Dorothy Sieradzki