

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
February 13, 2024
Community Room
6:30 PM
MINUTES**

1. Meeting Call To Order at 6:27 PM

Peg Higgins, Ward 1
Samantha Gee, Ward 2
Candy Bailey, Ward 3
Kathy Noble, Ward 4
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's Designee
Marie LeJeune, Library Director
Katherine Parker-Wright, Patron Services Supervisor

Not present
Pam Hubbard, Ward 5

2. Acceptance of the Minutes of the December 19, 2023 Regular Meeting
CB motioned to accept, BJ2, Minutes were accepted unanimously.

3. Treasurer's Report

Money is being spent. In the coming months there will be a line item transfer to the Heating Oil from the Electric. Spending is little lower than last year at this time, but not much lower.

4. Friends of the Library Report

Marie, Katherine and Barbara Graham, President of the Friends met and the Friends will be disbanded at this time.

5. Communications From the Library Director

a. ByWater/Koha

Transition is underway to switch to Koha. ByWater is the company handling and managing the transition. They are meeting weekly with Marie, Katherine and Jody Walker. There will be a 3 day training starting March 19th, for Tech Services, March 20th for Customer and Patron Services and March 21st for any questions and wrap up. The Library does need to be closed for training on the Koha on Wednesday, March 20th. CB motioned for the library to be closed on March 20th for training and SG2. The motion passed unanimously.

b. ULAC Meeting

Rochester will be hosting the ULAC Meeting on March 22.

6. Old Business

a. FY25 Budget Preparation

Marie presented the budget to the City Manager and Head of Finance. Asking to bump up Electronic Services, Children's Supplies/Programming, Adult Programming, Microform and Catalog Card Services. The biggest bump will be in Electronic Services.

7. New Business

a. Meeting Schedule

The Board of Trustees will now be meeting the second Tuesday of the month, rather than the third. The March meeting will be held in the Story Time Room due to the Community Room being used.

8. Non-Public Session: RSA 91-A:3 II-c

BH motioned to go into Non-Public Session, CB2. Motion was unanimous to go into Non-Public Session.

9. Other

Bruce asked about the metrics of people coming into the Library. There is an uptick in some areas, but the Main Floor is not as busy as in years past. The Children's and Teen Rooms are very busy. Marie would have to look at the statistics for the numbers.

Peg commented on how the Library has much more color, especially the Main Floor.

10. Adjourn

NG motioned for the meeting to adjourn, CB2. Vote was unanimous to adjourn the meeting.

Meeting was adjourned at 7:32 PM

Next meeting will be March 12, 2024 at 6:30 PM in the Story Time Room