

FINAL

**LIBRARY BOARD OF TRUSTEES  
KILTON PUBLIC LIBRARY  
Tuesday, February 26, 2019  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Susan Desrosiers, Ann Sharfstein (Alt.) and Emma Wunsch (Alt.)

**MEMBERS ABSENT:** Beverly Damren, Laura Barrett, Laura Braunstein, Morgan Swan (Alt.)

**STAFF PRESENT:** Sean Fleming (Library Director)

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**1. CALL TO ORDER** – Chair Oscadal called the meeting to order at 7:01 pm.

**2. Report from the library internet task force**

Ms. Lappin, the presenter was not at the meeting. The task force will be working on a written report that will be presented at an upcoming meeting.

**3. Acceptance of Gifts**

There were no gifts received.

**4. Approval of Minutes - January 22, 2019**

Amendments: In Members Absent Remove ‘and Susan’ before Laura. Page 1 Line 26 Remove ‘was’ and Add ‘said.’ Page 2 Line 24 Add ‘d’ after complete. Page 2 Line 29 Add ‘S’ after IML. Page 2 Line 32 Remove ‘Viper’ and Add ‘Pfeiffer’ Remove ‘team’ and add ‘teen.’ Page 2 Line 34 Remove ‘s’ after Board and Add ‘members.’

*A MOTION was made by Susan Weber Valiante to approve the January 22, 2019 Minutes as amended. The MOTION was seconded by Susan Desrosiers.*

*\* The vote on the MOTION passed (7-0).*

**5. Approve the Financial Report: Stephen Taylor, Treasurer**

A detailed Financial Report was included in the agenda packet for this meeting. Mr. Taylor presented the financial data. The only thing open to complete 2018 is the amount the City will provide to special funds for being under budget. Mr. Fleming said it will be about \$32,000. January expenses are straight forward. All discrepancies can be controlled and are primarily because of timing.

*A MOTION was made by Susan Desrosiers to approve the February 26, 2019 Financial Report as presented in the agenda packet.*

*The MOTION was seconded by Ann Sharfstein.*

*\* The vote on the MOTION passed (7-0).*

**6. Board officer elections planning**

The members discussed if an election planning committee is necessary if the current officers are willing to continue. They will elect officers at the next meeting. Mr. Oscadal said he is willing to serve as the Chair, Susan Weber Valiante is willing to continue as Secretary and Mr. Taylor is willing to be the Treasurer.

## **7. Approve Circulation policy changes**

Ms. Lappin was going to discuss the new policy with the Board. The intent of the policy is to clarify how patrons can replace items instead of paying the fines. The members discussed the language within the policy. In the policy, Staff are recommending that the patron is charged the actual price that the library pays. Staff will check on the accuracy of the prices to ensure they reflect the cost the library is paying to replace an item.

Ms. Desrosiers talked about the loan period for the hot spots. Sometimes people are waiting two months to get to the top of the waiting list. If someone keeps the hot spot too long, they want to ensure the access to the hot spot can be terminated. Hot spots cost about \$20, however it is the cost of the subscription that increases the cost. They discussed making reservations for hot spots. There may be an opportunity to set aside a few hot spots for reservations. Mr. Fleming said some people would like the Chromebooks and hot spots linked together so they are both checked out at the same time.

Mr. Fleming thought a committee should look at the number of days the cool stuff should be checked out. The booking calendar for the special things, such as the telescope or the power washer, should be for a short period of time.

## **8. Committee Reports**

- **Library Foundation Board (LFB) – No Report**
- **Art – No Report**

## **9. Report from Director Fleming**

They are starting to interview candidates for the Systems Librarian position. There are three strong candidates

Advance transit approached the library about putting a 5<sup>th</sup> bus in front of the library. They are looking to put the fifth bus by Tracy street. The members said they thought the bus stops were supposed to be moved away from the library.

The fumes of the buses and blocking the view of library are some of the complaints. City Staff met at the library and inspected the proposal. They decided there are not any public safety issues with the location of the buses. Some of the members asked if there will be public input about this arrangement and they will check with City Hall. Advance Transit needs funds to add another bus line, so it is not final yet.

Members said they anticipated there would be bus service at the library and did not intend the library location to be a hub for idling buses. Bus service is advantageous for the library. If the library was not a hub, the library would not be served by as many routes and lines. Being a hub makes it advantageous for the public to be centrally located.

## **10. Report from Deputy Director Lappin:**

This is tabled because the Deputy Director is out ill.

## **11. Other Business: None.**

## **12. ADJOURNMENT**

***A MOTION was made by Ms. Susan Desrosiers to adjourn the meeting at 7:35 PM.***

***The MOTION was seconded by Ms. Ann Sharfstein.***

***\* The vote on the MOTION passed (6-0).***

Respectfully submitted,

Linda Billings

Recording Secretary