

FINAL

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

MEMBERS PRESENT: Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Susan Desrosiers, Laura Barrett, Morgan Swan, Ann Sharfstein (Alt.) and Emma Wunsch (Alt.)

MEMBERS ABSENT: Laura Braunstein and Stephen Taylor (Treasurer)

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Library Deputy Director) Amber Coughlin (Children's Librarian) and Chuck McAndrew (IT Librarian)

GUEST: Gene Homicki

1. Call to Order – Chair Oscadal called the meeting to order at 7:00 PM.

2. Report from the Library Internet Task Force

A copy of the task force report was included in the packet for the meeting. The work of the task force was narrow in scope with a fact-finding goal. They examined the effectiveness of internet filters. They had three main considerations: 1) review the options that are available, 2) ask what other libraries are doing, and 3) determine what the library can do to make their policies more transparent.

After reviewing available software, the taskforce was concerned how filters and internet management would limit services. They also look at the internet practice of other local public libraries. The task force investigated the resources that are available to educate adults and children about using the internet safely and how to be good digital citizens.

The Chair introduced the visitor Gene Homicki. Mr. Homicki attended the Lebanon Citizens Academy where this topic was discussed. He has a background in technology and content filtering with his company, MyTurn.com. His work pertains to building library platforms, not specifically related to using the internet.

Currently, staff are completely empowered to stop inappropriate behaviors of any library patron who is not using the internet appropriately in a public place. The task force members discussed the limitations and rules other libraries follow. None of the public libraries they consulted use filtering software. Filtering tends to be too limiting or not limiting enough. They either over filter, under filter and there are ways around the filters. Ms. Lappin said they did a thorough search and went into it open minded. The task force's conclusion was that filters are not appropriate for the libraries at this time with the software as it currently exists. The Lebanon Public Schools use Barracuda software and students are asking for overrides daily to access internet information.

The expense of filters is also a consideration because they are costly, and they don't do what the library is hoping they would do. Some members said that limiting access and limiting knowledge is not the role of a library. Filtering gives the false impression that there is a safe place and way to use the internet. There are issues related to enforcing age identification for sites that are adult related and difficulties related to personal identification information. Management of the internet by library staff would require access to personal information such as financial documents and that isn't appropriate for a public institution.

The Chair asked about the alternatives to filtering. One of many suggestions was to use eye catching posters to inform patrons of the policies and appropriate internet behavior in a public setting. At this time, the library policy must be accepted by the patron before the computer is used. Educating patrons, students, children, parents and caregivers could fulfill the need to help them with digital good citizenship. The task force concluded they would rather educate people how to use the internet safely. The Chair said there seems to be agreement that the library will not move forward with filters. There are alternatives and the library should continue to educate and provide information.

Ms. Weber Valiente MOVED to accept the report from the internet task force. Seconded by Mr. Swan. *The vote was unanimous (7-0).

The library staff intend to keep this work moving forward and will continue to update the Board. They will bring the Board information about the work they continue doing with internet safety education and how the library will move forward with alternatives.

3. Board of Officer Election

Ms. Desrosiers MOVED to elect Francis Oscadal (Chair), Stephen Taylor (Treasurer), and Susan Weber Valiante (Secretary) as the slate of officers for this year. Seconded by Mr. Swan.

****The MOTION passed unanimously (7-0).***

4. Acceptance of Gifts

There were no gifts received.

5. Approval of Minutes - February 26, 2019

Amendments: Remove Laura Braunstein from Members Present and Add her name to Members Absent.

Ms. Weber Valiante MOVED to approve the February 26, 2019 Minutes as amended. The MOTION was seconded by Ms. Wunsch.

**** The MOTION passed unanimously (7-0).***

6. Approve the Financial Report: Stephen Taylor, Treasurer

A detailed Financial Report was submitted to the Board by email. Mr. Taylor is absent this evening. The Financial Report review was postponed until the next meeting.

7. Approve Circulation Policy Changes

Ms. Lappin discussed the difficulty of telling library patrons that the library can't accept an item that is easily replaced from the market place. She is proposing changing the policy to allow the patron to replace a lost item with a like item. In some cases, where it isn't replaceable, the Library Director can agree to accept a similar replaceable item. This is an infrequent problem.

The Chair asked how often a book that has been paid for is found 30 days later. This does happen occasionally. They discussed returning a part of the amount charged if it has already been paid and the new item hasn't been ordered yet.

They asked if the recommended replacement costs reflect the current prices. They are current for library purchases because the prices are discounted for libraries. The library has had problems with accepting

items that are slightly used. The Staff would like to have the discretion to accept an item, making the policy more flexible. Within the Staff this will need to be handled consistently. They discussed how the costs to replace the specialty items, such as Cool Stuff, and other non-book media are determined.

Ms. Barrett MOVED to accept the revised circulation policy. Seconded by Ms. Desrosiers.

***The MOTION passed unanimously (7-0).**

8. Committee Reports

• Library Foundation Board (LFB)

The LFB met in March. The stock market is taking the Foundations investments for a ride. They reviewed the confidentiality policy, and that information about donors is handled carefully. They are recruiting for membership on the Board. Board members would like access to the Board documents on line and that has been taken care of. They will meet again in May. There is one prospective new member that came out of the Citizens Academy.

• Art – No Report

9. Report from Director Fleming

Morgan Swan was voted onto the Board as a regular member and Beverly Damren is no longer on the Board. She has been a member for over 20 years. They will be giving her a gift soon. Because Morgan is a regular member of the Board, they are looking for an alternate member. They will post it on the List Serve and look for other ways to advertise the opening, such as the Citizens Academy, Vital Communities, and ask what the City Clerk can provide.

Mr. Fleming spoke about the new library positions that have been released from the union. He said they are in the second round of interviews for the system librarian position and are excited about the second round of interviews with the candidates. Tammy Chapin, the Library Technical Assistant, is leaving the library for a position at the airport. It is giving Staff an opportunity to review job titles and job descriptions. They hope to expand on the marketing of the library programming that is available.

Mr. McAndrew spoke about the possibility of increasing internet speed with VTEL. He has been less than satisfied with Comcast. VTEL recently offered a reduced price which is modestly higher than the Comcast, but substantially increases the download and upload speeds. There are no data caps. He also spoke about a project he has in mind, a software to host VPNs on behalf of library patrons. He submitted a grant proposal in March to the ILMS. A few libraries will be participating in the Alpha software. A second phase is to test it with other libraries, and eventually this would be used throughout the library systems.

Mr. Fleming is giving the Library Board access to the Google Drive where all the minutes and library information is stored.

One of the library substitutes is taking over the process of depositing the land fill ticket money. Mr. Fleming is seeking reimbursement of the expense for this work from the Department of Public Works.

10. Report from Deputy Director Lappin

Ms. Lappin said she has received good feedback on combining the Circulation and Reference Desks and the open feeling to the Lebanon Library is appealing. There is a committee working on the new furniture.

They are looking for furniture from new sources to complete the entryway furniture for the Lebanon Library.

11. Other Business

Mr. Fleming discussed hotspots and how they could be borrowed in the future. He will be looking at the software that Gene Homicki's firm offers along with other options for lending the Cool Stuff, specialty items and hotspots. His company has been integrating with other public libraries.

12. Adjournment

A MOTION was made by Ms. Susan Desrosiers to adjourn the meeting at 8:41 PM. Seconded by Ms. Ann Sharfstein.

**The MOTION passed unanimously (7-0).*

Respectfully Submitted,
Linda Billings
Recording Secretary