

Board of Trustees Meeting Minutes
December 19, 2017

Attendees: Tim Kreider, President; Nancy Carrington, Secretary; Jim Gibson, Diane Schwab-Sullivan, Irene Sileski, Treasurer; Nina Meister, Director of Library; Guest Chief John Pontician.

Absent: Danell Schoemaker

- I. Call to order at 1836 hours by Tim Kreider
- II. Welcome to guests
- III. Good news / brag moments
 - Current campaign total is \$4345 and the campaign isn't over
- IV. Correspondence
 - Notes sent to 5K supporters
- V. Review Financials
 - A little over on payroll but increased hours is the cause
 - Next year we will be over due to audit
 - Motion by Diane, seconded by Irene that financial report be accepted pending audit.
Passed.
- VI. Director's Report
 - Slight decrease of 3.7% in circulation
 - 14% increase in children's attendance
 - 21% decrease in adult attendance due to a program that didn't take place
 - Nina needs help with Light Our Library
 - Party for staff/volunteers is January 6, 2018, 5:00-7:00 pm. Tim suggested asking Stouch Tavern to cater. Nina will follow up with Stouch and she will get beverages and save receipts for reimbursement.
 - Wreath auction was a success with proceeds of \$300. The event seemed very popular so will plan to do it next year.
 - New cleaning staff will begin December 20, 7-8 pm. Nina will be present to orient them.
- VII. Review of possible security upgrades for the library.
 - a. Chief Pontician discussed his experience with alarm systems. He acknowledged that across the board incidents have increased nationwide even in small communities. Panic alarms previously didn't tell the police what the specific occurrence taking place was. Now Smart Phones can call 911 and give specific details about the situation. The chief emphasized that 911 can be used for multiple situations where staff members feel unsafe or if there is a vehicle crash outside the library or other situations.

- b. Chief Pontician will speak with the staff at Nina's request about how to handle future situations if they occur. He will go over when to call and what types of situations they need to call for keeping in mind that they should never be afraid to contact 911.
- c. Irene suggested putting an additional phone in the staff kitchen area in case the staff member gets back to that space for safety.
- d. The chief will ask police to stop in frequently so the staff feels comfortable interacting with the police.
- e. Nina said the staff is also working on code words to use in specific situations.
- f. Camera technology has come a long way for evidence and prosecution. The chief suggests considering a camera system that takes pictures at the circulation desk and the entrance. Nina said that 90% of events take place at the circulation desk.
- g. Irene suggested asking our solicitor for advice about camera use.
- h. The chief said that use of audio can be a problem. Reminded us that it is required that it be posted that there is a camera in use.
- i. Jim asked the chief if 911 operators are trained to know that they shouldn't speak if they hear a dangerous situation is going on so that the perpetrator isn't more agitated by hearing the 911 operator.
- j. The chief will prepare some handouts and do some role playing with the staff.

VIII. Review Term status of Board members

- a. Remaining terms
- b. Nancy' term expires 1/1/2020
- c. Irene's expires 1/1/2019
- d. Will make Paula's term expire 1/1/2021
- e. Will make Jim's term expire 1/1/2021
- f. Will make Diane's term expire 1/1/2021
- g. Tim's will expire 1/1/2019
- h. Danell's will expire 1/1/2020
- i. Diane moved and Irene seconded that we accept the term expirations. Motion passed.

IX. Need to spend time looking at future fund raisers.

X. Meeting adjourned at 1940 hours.

Respectfully submitted,

Nancy Carrington
Secretary