

Fiske Free Library Trustee Meeting Wednesday, February 20, 2019

The meeting was called to order at 5:15 p.m.

**Roll Call**

Present: Cynthia Cleveland, Arthur Vidro, Sean Magee, Bill Scala, George Caccavaro, Robert Arcand, Sharon Wood; also present Director Michael Grace and Secretary Marta Smith.

**Secretary's Report**

Read and Bob Arcand made the motion to accept it, seconded by Cynthia Cleveland and passed.

**Treasurer's Report**

None

**City Librarian's Report**

January 2019

Patrons checked out 5,446 items during the month for an average of 209 items checked out per day. Patrons used 415 computer sessions and 169 wireless internet sessions for a total of 592 hours of computer time during the month, an average of 23 hours per day. 37 items were loaned to other libraries through interlibrary loan and 277 new items were added to the collection. Patrons downloaded 319 audio books and 165 e-books from our downloadable books service. 38 new patrons signed up for library cards during the month. Also during January patrons performed 2,569 searches on our public catalog with 206 of those searches being done on mobile devices. The term most often searched for during the month was "The Date" which is the title of a new fiction book.

**Circulation of materials**

<b>2018/2019</b>	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
July	4951	566	113	44	1720	7394
August	4481	479	117	28	1569	6674
September	3737	467	99	25	1334	5662
October	3876	449	77	31	1516	5949
November	3782	433	63	22	1107	5407
December	3287	464	100	18	1139	5008
January	3731	474	67	13	1161	5446

**Items added to collection**

<b>2018/2019</b>	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
July	562	0	9	0	22	593
August	419	4	12	0	48	483
September	266	2	7	0	35	310
October	243	0	0	0	32	275
November	201	0	3	0	47	251

December	155	2	4	0	41	202
January	247	2	0	0	28	277

### **Old Business**

City Manager- The city has put out an RFP asking for applications for a company to search for a new city manager.

### **New Business**

#### **a. New City Manager**

When the new city manager selection process is underway it is the consensus that the department heads should have an opportunity for input. Last time they didn't even have a chance to talk to the candidates- which didn't work out very well in the long run.

#### **b. Air Conditioning**

The city received a grant from the Mascoma Savings Bank for \$15,000.00 towards the air conditioning for the library. The city expects to use another \$15,000.00 from the Helen Cormier donation given to the library to make up the difference. Bill Scala made a motion to authorize George Caccavaro and Mike Grace to negotiate with the council to split the overage of \$15,000.00 instead of taking it all from the Cormier bequest, Seconded by Bob Arcand and passed. The estimate of \$30, 600.00 was for the upstairs only.

Arthur Vidro asked what the process was for getting bids. Mike Grace said that the city put out an RFP for bids and only one company replied-which was Peabody's.

#### **c. 2019/2020 Budget**

George Caccavaro asked about the budget for this year, Mike Grace submitted 3 possible budget proposals to the board for their input- one would take the library back to the pre-2018 level with the \$15,000.00 decrease to the book budget being put back in and the full-time position being added back as well. The second alternative would be to settle for adding another part-time position and more money to the book budget. Arthur Vidro asked if we could settle for adding a part-time position and Mike Grace said that we could but only as a last resort. The third proposal would be a level-funded budget.

Mike Grace said that since conditions have supposedly improved it seems likely that there should be enough money to replace the staff and book budget money that was cut previously, especially since city hall has recently added a full-time with benefits position to their staff.

There was a discussion about changing meeting nights from Mondays to Wednesdays to avoid Monday holiday conflicts. It was decided that no other days of the week actually worked for everybody, so for the time being meetings will stay on Mondays. The next meeting will be on Monday, March 18, 2019 at 5:15 p.m.

Bill Scala moved to adjourn the meeting, seconded by Bob Arcand.

The meeting was adjourned at 6:20 p.m.