

MINUTES LIBRARY GOVERNING BOARD: April 8, 2015. IN ATTENDANCE: Richard Golden, Chairman, Sally Lunt, Ralph Day, Claire Paquette & Jessica Meakin Also in Attendance: Diane Nadeau, Library Director.

Chairman, Richard Golden called the meeting to order at 6:30 PM with all members of the board present. The Board reviewed the March 2015 circulation statistics and Librarian's report. Mrs. Lunt noted the significant increase in the number of Inter Library Loan items that our library received for Lisbon citizens in March. Mrs. Nadeau explained that the 99 transactions included books, DVD's and audio books. The Governing Board agreed that Inter Library Loan service is an important and affordable service to the Lisbon community.

Mr. Day noted the steady use of patron use computers in March. Mrs. Nadeau told the Board that patrons continued to rely on the public computers for tax preparation transactions, social media and job searches.

The Library Governing Board acknowledged the passing of Library Department staff member Mary Lou Schalk on March 23, 2015. They all agreed that Mary Lou made a big impression on our patrons and staff. She will be missed by all who knew her. Mrs. Lunt noted that the Schalk family has chosen the Lisbon Library Department to receive gifts and donations in memory of Mary Lou. The Friends of the Library are honored to be the recipient of this generous memorial. Her family and Friends have decided to use the gifts to help fund the restoration of the library's roof skylight.

The report also gave an update on the rest of the Library staff. Miss Paquette noted that Town Manager, Diane Barnes authorized Mrs. Nadeau to transition "temp" staff member Debbie Meroff and bring her in as the permanent 15 hour "Circulation/Children's Service's Assistant as of April 13, 2015. Mrs. Nadeau told the Board that she will assist Miss Meroff to learn the specific duties the job requires. The report also gave an update on the projects/tasks the rest of the staff is presently working on. It was noted that Mrs. Medlen completed re-cataloguing the children's "Orange Dot" fiction collection with accurate MARC records for better patron access. She will begin to repeat process for the adult Science Fiction/Fantasy collection. Mrs. Marenius continued to be busy with Inter Library Loan Services and completed another round of "Red Flag" bills for delinquent patrons. Miss Keller and Vic Schalk were busy preparing for the 2015 Summer Reading Program. Mrs. Nadeau continued to work on the adult fiction collection "weeding project".

Mr. Day noted the building update in the Librarian's report and asked if the Board could take a walk to the Children's Room to check out the new lights. The Board and Mrs. Nadeau visited the Children's Room at that time. All Board members immediately noticed a big difference in the clarity and brightness of the new lights. Mr. Golden noted the quality of the light would be much better for children since it was more like natural light. The Board noted the significant difference the new lights have made to the ceiling. The new lights are recessed into the ceiling tiles and seem to make the room look much bigger. All members of the Library Governing Board agreed this energy upgrade will help in many ways.

Mr. Golden noted the Librarian's report also included information about another server "crash" in March. Mrs. Nadeau explained that the storm that brought high winds to Lisbon one night caused the problem despite the "backup" battery system attached to the library's sever. Symquest, the IT Company

contracted to assist all Lisbon municipal departments sent a technician to take care of this problem since the server is crucial to the operations at the library. He could not find what had caused the crash but worked with the Dell Computer technicians to re-install all programs. Unfortunately, the server also controls the public use computers and those units were down for about 2 days. A temporary "patch" program was installed for the weekend. The Symquest technician returned the following Tuesday morning to complete the installation of all program onto the server. There have been no further problems with any of the 12 Library Department computers. Mr. Golden asked Mrs. Nadeau to keep the Library Governing Board informed of all computer problems to ensure the Board can address future problems with Town Officials if need be.

Miss Paquette noted she and Ralph Day had attended the March 24, 2015 Town Council meeting to ensure Governing Board representation for the 2015/16 Library Department budget presentation. She told the Board that Councilors did not have any questions regarding the budget as presented. Mr. Day noted that Chairman Pesce told Mrs. Nadeau that he was happy to see the Library Department "think outside of the Box" for summer staffing with a local teen intern. Mr. Golden asked to be kept informed as the budget deliberations move forward.

There was no more new or old Library Governing Board business to take care of therefore the meeting was adjourned at 7:23 PM.

The next Library Governing Board meeting was set for Wednesday, May 13, 2015 at 6:30 PM at the library. All meetings are open to the citizens of Lisbon.

Respectfully submitted,
Diane I. Nadeau
Library Director