MINUTES LIBRARY GOVERNING BOARD January 16, 2019 (The meeting was postponed one week due to bad weather on 1/9/19). IN ATTENDANCE: Chairman, Richard Golden, Claire Paquette, Jo-Jean Keller & Hillary Kuhl. ABSENT: Michael Crosskill. Also in attendance: Diane Nadeau, Library Director.

Chairman, Richard Golden called the meeting to order at 6:32 PM. The Board reviewed the December 2018 circulation statistics. Miss Keller noted decreases in adult and children’s books circulation. She noted the increase in Inter Library loan transactions as well. Mrs. Nadeau noted that the library was closed two days, December 24th and Christmas Day. She explained that two days without library services always has an impact on monthly statistics. Patrons rely on the library for their reading and movie viewing needs. Miss Paquette noted that 35 children and family members took part in the library’s “Main Street Caroling/Holiday Party” event. Mr. Golden noted the continued success of the Children’s Services staff weekly visit with the “MTM Afterschool Program” children. 27 children took part in the program in December.

The Board reviewed the report on the library’s participation in the Merry Main Street Event that brought approximately 350 visitors through the doors of the library on the first Saturday of December. Miss Paquette noted the success of this event has a positive impact on the library. Handouts and monthly event schedules were available for all visitors to review and take home. Mrs. Kulh noted the success of the Children’s Holiday Main St. Caroling Event\Holiday Party also benefits the entire Lisbon community. Mrs. Nadeau noted the success of the “Graziano Family Program” on Saturday, December 15, 2018 that brought 30 residents and visitors to the library for this informative and fun event. She noted that the library was proud to host a program that honored a Lisbon family and business. The Governing Board agreed that the library would strive to offer more locally important programs throughout the next year.

Mr. Golden noted the report included an update on the library building. He was pleased that the backroom thermostat problem had been resolved. Mrs. Nadeau reported that a Siemens Mechanical technician moved the thermostat back into its original spot on the wall in the adult fiction backroom. The technician re-adjusted the Siemens computer program that regulates the temperature to reflect current library hours. Mrs. Nadeau noted there was a change the next morning with a more even distribution of heat throughout the first floor of the library. The Governing Board agreed this would benefit the town’s heating oil expenditures. The Board asked to be kept informed in this matter.

Mrs. Nadeau also gave an update on current staffing needs. She indicated that since the 15-hour position was vacant at this time, the Town Manager allowed the department to have other staff members work extra to ensure sufficient staffing to cover all hours of operation. Mrs. Nadeau noted that the re-hire\application process had begun with a January 5, 2019 deadline date. She assured the Governing Board that she and Town of Lisbon Human Resources Manager would move the process forward quickly and efficiently to ensure the best candidate would be hired to fill the 15-hour position.

Mrs. Nadeau informed the Library Governing Board that she had begun to work on the 2019-20 Library Department budget and would appreciate the Board’s input, suggestions and advice for the next meeting.

The meeting was adjourned at 7:40 PM. Next scheduled meeting is set for Wednesday, January 9, 2019.