Call to Order: 5:03  
APPOINTMENT at 5:15 Asst. Director Jo-Ann Roy  

- **Koha Library System** (proposed replacement for Destiny software) presented by Josh Barron of ByWater Solutions.  
  - ByWater Solutions has been in business for seven years and is the biggest Koha vendor with the capability to do all steps of implementation.  
    - 40-45% Public libraries, 40-45% Academic libraries  
    - Service by real support person, no automation – email and chat  
    - Other local libraries use this system – Sunapee, Newport and others  
  - The Patron/Public interface was displayed.  
    - Shows patron what is checked out, overdue and any fines,  
      - Gives the Patron the ability to pay fines online.  
    - Personal details – Options, purchase suggestions – the system has the capability to keep the patron in the loop as to what the action was by the library, tags on books keeps a record of search history and reading history. Ability to send patrons message  
    - Item is searchable and brings up the most relevant search through Google and Amazon. Comments may be made, but are moderated.  
    - Social media buttons allow the patron to post what they are reading from the library. Can have a twitter feed going on front page –  
    - The page is customizable to fit cell, tablet and PC/Laptop  
    - Compatible with all browsers  
    - Audiobooks or ebooks – Overdrive app works with this system. When a patron is logged into their Koha account, they are also logged into overdrive (1 less step) – more streamline.  
    - It takes six months to prepare for the transition. A lot of data clean up, many features.

MEETING MINUTES:  
- A motion to approve minutes of June 29, 2016, was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:  
- A motion to accept $540 donated in June and $1,195 in donated July was made, seconded and unanimously approved.
COMMITTEE MEETINGS & REPORTS

Library Director's Report

Two employees - Beth West, Jo-Ann Roy have passed five year anniversaries

- Youth Services
  - Summer Reading program is wrapping up
    - About 200 kids signed up
    - Mike the Bubble man – Thursday, Aug. 25.
- Ergonomic furniture has arrived for the Director and Assistant Director to their delight.
- A Japanese Maple was taken from the Garden but has been replaced. Received check from NL Inn's Thursday's Child – Friends and Community Garden got $500 each.
- Friends News-letter is out
- Trustee Bios are on website

Treasurer’s Report

- The 2016 Fiscal year-end report was presented to the board –
  - 98.9% of the budget was expended.
- A motion to accept the Treasurer’s Report was made, seconded and unanimously approved.

Facilities Committee

- Generator is running properly
- Tomie dePaola room – the flooring still needs to be repaired
- Foundation drainage – meeting needs to be scheduled, including Mr. Richard Lee from the Public Works
- A Volunteer trimmed – downed branches for TML
  - Ms. Licks requested that the tree warden walks the property to evaluate the large trees around the perimeter.
- Front Rail – has been hit again
  - Proposed to fix one more time, then install a camera to monitor
  - Tall cones are a possibility
  - Talked about removing the island and reconfiguring the drive way
  - Mr. Anzalone graciously offered to measure the parking lot to evaluate the possible reconfiguration of the layout. Making changes to the parking area could be a capital reserve item. The target date would be for FY 2018.

Personnel & Policy Committee:

- The first half of proposed policy changes was handed out, and the Trustees will evaluate it, and email their comments for next meeting

OLD BUSINESS

- Proposal for Wage Study for TML employees –
  - Ms. Licks was quoted a fixed price of $3,150
- Motion, seconded and was unanimously approved and needs to be acted on in time for this budget year

NEW BUSINESS

- Expenditure for new library system to replace present system - Destiny
  - The cost for that system in 2010 was $5,000, and annual support was $600 Licensing was paid for up front.
The Koha system costs are $13,100 for the 1st year and scaled to our population
- Installation, data migration, unlimited support, annual hosting, three days onsite for training.
- 2nd year the costs drop to $4,200 with unlimited support
- ByWater will implement Koha software. Our same cards and peripherals will work – no expense to swap over.
- The computer budget for the year is $14,000.00
  - Talking points about the length of time of other and the enhancements
  - The new system can adapt and change over time
- A motion to authorize Ms. Licks to work with ByWater Solutions- $13,100.00, was seconded and unanimously approved.
- FY 2018 budget schedule – Mr. Hubbard is closing out 2016, we are operating in 2017 and need to work on 2018
  - A draft of the budget from the sub-committee (Ms. Licks, Mr. Hubbard, Ms. Dumais and Mr. Garvey) Will be presented to Board for approval at October meeting.
  - Capital Reserve for FY 2018 needs work from the Facilities Committee.
- Request from Center for the Arts to serve alcohol in meeting room – special memoir event Friday, Oct. 7
  - Has Insurance
  - Motion to allow Center for the Arts to serve wine at their event seconded and approved
- Motion to approve Ms. Licks to serve alcohol at the TML Volunteer Party was seconded and approved
- Two job openings: Youth Services Assistant and Student Page
- Policy revisions as submitted by Policy Committee (through page 16)
  - See above

UPCOMING SPECIAL EVENTS / MEETINGS
- Library Director will attend the New England Library Leadership Symposium, August 23-25
- Author Judith Avila presents Code Talker: WWII Navajo Marine Chester Nez, August 23 at 6:00 pm – The grandson of Chester Nez will be in attendance.
- Family program “Mike the Bubble Man,” August 25 at 6:30 pm
- Auditors review FY 2016, week of September 19

OTHER BUSINESS / FUTURE AGENDA ITEMS
- Three-year review of policies due December
- Library records retention (financial, personnel, minutes)
  - Need to standardize – what we need to keep, should keep
  - Need to see what the law mandates

NON-PUBLIC: the Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h)
- RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board

NEXT MEETINGS
- Tuesday, September 20 at 5:00 pm
- Wednesday, October 19* at 5:00 pm [*note change]
• Tuesday, November 15 at 5:00 pm
• Tuesday, December 20 at 5:00 pm

ADJOURN 6:19

Respectfully submitted,
Laura Halkenhauser