

Staff Meeting Minutes
January 30, 2019
8:30 am

Present: Denise, Fran, Sarah S, Fanda, Ruth, Alex, Karyn, Sarah B, Sue, Deb, Susanna, Joanne, Steve, Eleanor, Lisa, Steve, Dee, Delia, Mary Glavin, Mary, Mark, Bob, Yvonne

Minutes: November 28, 2018 minutes approved.

Construction:

- Construction moving along smoothly – walls almost done. Electricians have lights installed and are working on switches. Tile guys will be installing white subway tiles in the bathroom on January 31. All furniture and shelving has been ordered. Flooring is in the Warehouse.

Budget

- Budget is in and next step will be to meet with Mayor Craig
- Need to add more money to contract line – since GMILC's contract is going up
- Denise also wants to discuss adding more security hours and funds for books with the Mayor.
- Money was added for increases for the non-affiliated staff. Affiliated staff are still without a contract so Denise couldn't include any of those increases for FY20.

Building

- Please turn off lights in Staff Lounge and Kitchen when not in use
- Lights on front steps have been cleaned just not very bright – Denise does not think that LED bulbs can be used in these lamps due to age
- Lights in stacks were discussed – a flashlight will be added to the stack key.

Security

- Staff cage door to stack area was left open. Please be sure to lock them after leaving.

Polaris

- Server will be down on March 6. Hardware is being updated.

Guest Speaker: Erin Kelly, Chair of the Manchester Continuum of Care, Waypoint

- Collaboration with other agencies to reach out to the homeless for services
- Representative of the YWCA, City of Manchester, Waypoint, Way Home and Families in Transition meet every other month.
- Community Care Team has been formed
- Shelters are open for Breakfast, Lunch and dinner. New Horizons is renovating its facilities. Still conditions are poor. Need more staff.

Staff Meeting Minutes
February 27, 2019
8:30 am

Present: Fran, Mary, Sarah, Fanda, Dee, Alex, Karyn, Alicia, Delia, Susanna, Caleb, Steve, Eleanor, Carlos, Becky, Rose, Yvonne, Amy, Mary Glavin, Donna, Mark, Bob

Minutes: January 30, 2019 minutes approved.

Budget

- Budget meeting was held with Mayor Craig on February 26, 2019. Attended was Denise, Dee and Trustee Treasurer Michelle Chicoine.
- Discussed our budget appropriation and how end of year monies are used to prepay for books. Denise addressed the need to rebuild our book budget. Mayor Craig understands our concerns but there is just no money in the budget to replace all the cuts from previous years.
- All city departments have been cut over the last ten years.
- Denise requested CIP monies to refurbish the bathrooms downstairs.

Construction:

- Construction moving along smoothly – flooring almost done. Will move on to the shelving. The City Scape of historic buildings will use the realistic drawings not the cartoon drawings .
- Hope to have everything done by NLW beginning on April 7th.

Building:

- If patrons come in to complain about sidewalks around the building, this is a Highway problem not Aramark and let Mary know and she will contact them to sand.

Personnel

- Denise was asked to join the City Wide Homelessness Task Force
- Sue Harmon went to TechNet meeting (correction from the Info/Tech report)

Polaris

- Server will be down on March 6. Hardware is being updated.

Christmas Party:

- Staff voted unanimously on a staff lunch rather than breakfast – (food has not been selected)
- Staff luncheon could be on Tuesday or Thursday when there are 2 shifts
- Trustees will pay part of the luncheon.

Next meeting; March 27, 2019

Meeting Adjourned: 8:45am

Staff Meeting Minutes
March 27, 2019
8:30 am

Present: Mary, Sarah, Fanda, Dee, Alex, Joanne, Alicia, Delia, Deb, Eleanor, Steve, Ruth, Denise, Carlos, Dawn, Rose, Sunny, Amy, Mary Glavin, Donna, Mark, Bob, Lisa, Sue

Minutes: February 27, 2019 minutes approved.

Citywide Homeless Task Force

- Met on Monday, March 25th.
- Recommendations were given to hire a Citywide Coordinator
- Proposals will be put forth
- Panhandling will be addressed with a market campaign to give to the agencies instead of directly to people.

Children's

- Going for an opening of April 15th
- April 8th the last of public furnishing will be in
- There will be a slow shut-down of the Winchell Room
- Painters will be back today
- Graphic wall will start next week
- Ceiling tiles on April 4th
- April 5th – Denise will ask Aramark to do thorough cleaning.
- Still waiting for staff storage pieces.

Staff Gathering

- Staff voted unanimously on a staff lunch rather than breakfast – (food has not been selected)
- Staff luncheon could be on Tuesday or Thursday when there are 2 shifts but a Wednesday is best since we only have one shift.
- No date has been selected as yet. Will wait until Children's Room opens.
- April 20th will be an open house from 12-2pm in the renovated room.

Building

- Close outside gate when you come in.
- Downstairs bathrooms are locked again. If Handicapped person wants to use them they can, they just need to be opened. The bathrooms will be open for programs.
- Keep double doors on 1st floor open so people do not gather in there to use their phones. No calls should be made in the Library.

Budget

- Budget presentation will be tonight at 6pm

Staff Meeting Minutes

April 24, 2019

8:30 am

Present: Mary, Fran, Fanda, Dee, Alex, Joanne, Alicia, Delia, Deb, Eleanor, Steve, Ruth, Denise, Carlos, Susanna, Karyn, Caleb, Donna, Sarah, Rebecca, Mark, Bob, Lisa, Jasmin

Minutes: March 27, 2019 minutes approved.

Staff Gathering

- Date of May 22 @ 11am was picked
- Was decided to have on Wednesdays since there is only 1 shift and that Wednesday no one is off for Saturday as it is a Week 0 schedule.
- Selection of sandwiches and salads will be ordered

Court Ordered Visits

- House Bill 565 passed but still needs funding.
- Supervised visits is a statewide problem and other libraries are struggling with how to handle them as well
- Management has a statement when asked about not having court ordered visits here at the Library after inaccurate comments were posted on our postings about the new children's room.
- Mayor, City Solicitor, State Librarian Michael York and Trustees want more information on these visits. Until there is some sort of agreement with DCYF and public libraries we will not have court ordered visits here at the library.

Reports:

Trustees

- Approved expending surplus funds.

Budget

- Alderman O'Neil would like department to provide impact letter. Denise is concerned about 3 lines, Contract, Utilities and Book and will note that in her letter.
- Mayor would like packet for Alderman on how money was spent for the Children's Renovations

Building

- Sewer line work will start on Thursday, April 25th
- They will be closing Amherst Street from Pine to Union

Homeless Shelter

- Will doing a partial closing at some point for renovations.
- They are open all day and now serve lunch

Staff Meeting Minutes

May 22, 2019

8:30 am

Present: Mary, Fran, Fanda, Dee, Alex, Yvonne, Jasmin, Delia, Deb, Eleanor, Joanne, Ruth, Denise, Carlos, Lisa, Bob, Caleb, Donna, Sarah, Rebecca, Mark, Eileen, Susanna, Mary Glavin, Amy, Rose, Maribelle, Sunny, Sue

Security Refresher – City Security Manager Kevin Kincaid.

- Discussed how to use security buttons and when to use them
- Staying safe

Minutes: April 24, 2019 meeting minutes were approved.

Grow with Google – will be here on Thursday, May 30th to set-up for their programs on May 31st. The programs are already filled but you can also sign up for one on one sessions on their website. Workshops are:

- Discover Digital Resources to Empower Your Community
- Reach Customers Online
- Digital Skills for Everyday Tasks

They will be 1 hour long and during the breaks they will be doing 1 on 1 for people in the Marble area on 1st floor and reception will be in the front hallway. A Google sign will be placed on the front lawn by Children's. They will be gone by 6pm on May 31st.

Staff Gathering

- Lunch will be in the kitchen starting at 11am today!

New Business – Booksale – will have a booksale in August at the Main Branch and one will be at the West Branch. No donations will be accepted as yet. Still discussing with Admins as to when and how we should accept donations.

Question on Reports – none at this time.

Court Ordered Visits

- WMUR will have a segment on court ordered visits tonight.

Shelter –

- Will be closing and the men will be housed at St. Casimir's
- Women will go to Angie's place
- There will be 33% more bed capacity and better men and women's bathrooms after the renovations.
- They have also added more staff to assist folks dealing with homelessness.

Next meeting: June 26, 2019

Meeting Adjourned: 9:15am

Staff Meeting Minutes

July 31, 2019

8:30 am

Present: Mary, Fran, Fanda, Dee, Alex, Fanda, Eleanor, Delia, Caleb, Steve, Denise, Ruth, Carlos, Lisa, Mark, Eileen, Rose, Mary Glavin, Karyn, Dawn, Amy, Bonnie

Minutes: May 22, 2019 meeting minutes were approved.

Staff Development Day –

- Short Staff Meeting
- Marie Minor – Corporate Trainer and Assistant Professor at Franklin Pierce University – Dealing With Difficult Co-Workers
- Kevin French – Linked Data
- Laura Klain – Certified Life Coach and Library Director – Mindfulness Workshop
- Movie “The Public” – ties into last year’s homelessness training.
- Wrap up session

Trustees were invited to attend.

Old Business – None

Booksale/Clean-up – Needed to rent a dumpster to clean the lower stacks of clutter, old boxes etc. Staff sorted out donations that had been left in boxes onto shelves. The next step will be sort those into the book sale system that Eileen has set up. We will be looking for volunteers to regularly assist with this going forward. Had a flash booksale with what was on the shelves in the Winchell Room and made \$310.50. Eileen has set a date of September 28 for the next \$10 a bag booksale. Denise asked if anyone had any ideas about accepting donations.

- One idea was have the volunteers have certain times to come in and have the donations come in when they are here
- Accept donations only during the week before and close Winchell Room

Trustee Report -

Registration Policy – Eliminated under Children (Under 12) Card – “A parent whose account is not in good standing may not use the juvenile/child card in place of their own”.

Materials Circulation Policy – Under restrictions for materials we are removing the individual designations for DVDs 15 and BluRay 5 and creating a combined materials restriction to be called DVDs and BluRays with a combined limit of 20. Framed prints overdue maximum limits has changed from \$10.00 per item to \$5.00 per item and

Staff Meeting Minutes
September 25, 2019
8:30 am

Present: Mary, Fran, Fanda, Dee, Alex, Jasmine, Alicia, Joanne, Caleb, Michelle, Denise, Ruth, Dawn, Sarah, Carlos, Lisa, Mark, Eileen, Rose, Mary Glavin, Karyn, Sunny, Sue, Bonnie

Minutes: August 28, 2019 meeting minutes were approved.

November meeting will host Charleen from the Welfare Dept.

Shelter – having safety issues. As of 10/1/19 any person not taking services will not be allowed in the building. They have 130 beds and have had over 150 people looking for beds. Spice is making a comeback and is associated with aggressive behavior due to a bad batch. Nashua Shelter has closed but they do have services and Concord Transitional Shelter is only open in the Winter. More police patrols have been added. Mayor is working with Governor and Health and Human Services as this is a state wide issue. Non-smoking signs will be added on the Library steps.

There has been an increase in Hepatitis A but can only be transmitted through body fluids. Both Dee and Denise have had this shot for travel abroad but not for work. However if anyone is concerned they should talk to their doctor.

Magazines – RB Digital Magazine Service – Sarah discussed the usage and that it is not cost effective and will be discontinued.

One Book One Manchester – Press release is out. Gloria Norris will be in Manchester starting on November 10th for the whole week. Deb Baker is the contact person when Denise is on vacation.

Staff Fundraiser – we will not have staff fundraiser this year but we will still do Adopt-a-Family.

Personnel – the library will be short Pages and the drop may not get shelved as fast. If anyone can help out, please let Lisa know.

Modular Privacy Spaces – Sue was looking into these and Denise is not sure if this is feasible in the Library due to safety issues. She noted that Bedford and Keene each have one.

Bathrooms – Denise is meeting with an architect to see if we can reconfigure the bathrooms on the ground floor. She would like to make them single use only and have as many as three.

Sink Hole – there is another sink hole on the Library lawn. The irrigation system will be checked as will the roof drain.

Staff Meeting Minutes
October 30, 2019
8:30 am

Present: Mary, Fran, Fanda, Dee, Alex, Sarah, Alicia, Suzanna, Caleb, Michelle, Denise, Ruth, Dawn, Sunny, Carlos, Lisa, Amy, Mark, Eileen, Eleanor, Mary Glavin, Karyn, Yvonne, Donna, Steve, Bonnie

Minutes: September 25, 2019 meeting minutes were approved.

Questions on the reports?

Foundation – Wine Toss is on November 13th. We will close at 3:30pm and caterer will be here at 4:30pm. Foundation members will be here between 4:30 and 5pm to set up. Wine Toss will start at 5:30pm. Staff are expected to work their full shifts and the West Branch Library will remain open until 5:30pm.

Girls At Work – Denise and the Mayor's office and Parks & Recreation are partnering with Girls At Work to provide little libraries. This Friday, November 1 the 1st one will be located at City Hall. There will be 3 more this year.

- Livingston Park
- Rock Rimmon
- Sheridan Emmett

Since Karyn will be at City Hall for Treat or Treat with the Bookmobile, she will take some books to be placed in the Little Library. 11 other little libraries will be placed around the city next year.

Macmillan E-Books – As of November 1st "library systems" will only be allowed to purchase a single copy of an e-book during the first eight weeks of publication. Unfortunately this means that if you place a hold on a Macmillan eBook, wait times on titles will be considerably longer than they have ever been.

No boycott has been decided for the consortiums as a whole.

Trustees – Are reviewing some new accessibility policies. They are waiting for RFP's to come in, they are due November 4th. Investments have been with Charter Trust for 10 years and new Treasurer said it was time to look around.

Homeless Task Force – The city task force met and Denise got to meet Doug Howard, the Homelessness Task Force Coordinator. Emergency Plan to help homeless on the streets is ongoing. They are looking for a location that is either open every night or when the temperature is freezing. Denise will invite Mr. Howard to the library to meet with her and Dee.

Pages – Lisa noted that over the next 2 weeks Circulation will be short on Pages. There will be no Page at West Branch. Interviews have begun to hire 2 new pages. Please help shelve when you can.

Staff Meeting Minutes
November 20, 2019
8:30 am

Present: Mary, Fran, Fanda, Alex, Sarah, Alicia, Suzanna, Caleb, Michelle, Denise, Deb, Bonnie, Sunny, Carlos, Lisa, Amy, Mark, Eileen, Eleanor, Mary Glavin, Karyn, Yvonne, Donna, Steve, Rose, Caleb

Minutes: October 30, 2019 meeting minutes were approved.

Holiday Breakfast – scheduled for December 18th instead of Staff Meeting. Thoughts about what we should do? Denise will ask the Trustees if they would provide some of the foods for the breakfast other things can be made by staff. This will be a holiday dress or jean day.

Topics for Staff Meetings – Working safer with Kevin O’Neil, Homelessness Coordinator will speak to us, Digital Services update. Any other suggestions? Please email Denise with any ideas.

Foundation – Wine Toss was a success. Made enough money to cover expenses and have some left over.

One Book, One Manchester – Gloria Norris was a pleasure to host. She attended 10 events over 6 days.

Census letter – was read by Steve.

Branch Custodian – Richard is back.

Security – Basically quiet.

Ground Floor Bathrooms – plans for the renovation of bathrooms will be received next week. Denise is hoping to make 3 to 4 bathrooms down there – one for handicapped access larger than the others. Also would like to have a bubbler in the hallway that you can fill water bottles. Also would like to have a light switch outside of circuit breaker box to turn on lights.

Steve met with someone about AV equipment.

Chairs – chairs for the Hunt Room will be purchased. All wood. Also asked if Winchell Room can get new chairs- this is on the list of things to do pending funding.

Next meeting; Christmas Breakfast on December 18th.

Meeting Adjourned: 8:45am