

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
March 14, 2018**

The meeting was called to order by Eric Jackson at 3:32pm

In Attendance: Chairperson Eric Jackson, James Nolan, John Dyer, Linda Trouville, Monique Verville and Director Nanci Milone Hill. Also in attendance were Town Manager, James Duggan, Treasurer, Ann Vandal, Town Technology Specialist Nathan Guilmette, and Friends of the Library president, Gretchen Mayall.

Community Input – None

With the attendance of the Town Manager, Treasurer, and Technology Specialist, John Dyer moved to delay the usual order of business to discuss the Library's Technology needs; the motion was seconded by Eric Jackson.

There was a discussion regarding the library's current state of technology.

The Director laid out the plan for the Library as it relates to aging computers and the condition of the system. The Town Manager agreed with the director's assessment, and added that he would like to include the library in the town's technology plan. By incorporating the library's technology with Town Hall and eliminating the need for outside contractors, money could be saved.

Nathan Guilmette clarified what that would mean for the library, and again, expressed his concern for the library's server's security. Nathan explained how the library's system was open and susceptible to viruses and malware. He discussed how every employee should have a separate user account, and explained how this could add to the security of the staff computers. Nathan has transitioned the police and fire department. Back up is a problem. The Town already has a server back-up in place. If we share the domain then we will have server back-up as well. Nathan handed out a document outlining what it would entail to join the town's server (attached). Nathan also discussed security issues. Right now, everyone at the library has an administrator account. He suggested replacing Dropbox with a file server where everyone has a unique user name.

The Director discussed our plan and the Board's vote to use State Aid to do branding and have Sterling Technologies build our new library website. Ann Vandal mentioned that the Library could become a part of Virtual Town Hall. The Director said that they would get together to discuss before the next Trustee meeting.

Licensing of Windows 10 will end in 2020. We need to get our computers replaced before then.

There was concern that Nathan has so many computers in town to deal with that he might not be able to respond to us in a timely manner. The Director informed the group that MVLC provides technicians to help with any MVLC technology issues, free of charge. They also provide technicians for other technology problems, at a very low cost.

There was a discussion about transitioning from the current Equitous contract, which ends in June, to the Town's Technology department. The Town Manager suggested that if the Trustees would devote a percentage of their state aid every year to technology, then he would go to Town Meeting for the rest of the funding needed. The Town Manager, James

Duggan suggested that Nathan identify a needs time line before the next Trustee Meeting, when we will layout the financial piece.

Move to normal course of business

Review of the minutes – Monique Verville moved to accept the minutes of the March meeting. John Dyer second, unanimously approved

Review of Bills and Payroll- Bills from 3/1/2018 to 3/9/18 and Payroll from 2/25/2018 to 3/10/2018 were reviewed. A motion to accept was made by John Dyer and seconded by Monique Verville, unanimously approved.

Budget and Financial Report – Addendum Attached-

Performance Overview- Addendum Attached-

Directors Report- Addendum Attached-

Unfinished Business- None

Continuing Business- None

New Business-

The Director presented an update the Binge Box Policy, allowing 2 weeks circulation with no renewal. A motion to accept the change was made by Linda Trouville and seconded by John Dyer, unanimously approved.

There was a discussion about having an Adult Literacy program at the library that had been presented to the Director by an individual party. The Director and the Trustees felt that partnering with a private citizen to offer a program that is not yet fully developed or funded would not be in the Library's best interest. A motion Monique Verville to pass on the program at this time. The motion was seconded by Jim Nolan, unanimous.

Next Meeting- April 11, 2018 at 3:30pm

Suggestions for Next Meeting- Technology Continued.

Hearing no objections Eric Jackson adjourned at 4:47pm.

Minutes Approved by:

Eric Jackson, Chair

Monique Verville, Clerk

Linda Trouville, Vice-Chair

James Nolan, Trustee

John Dyer, Trustee