

January 20, 2011 LIBRARY BOARD OF TRUSTEES MEETING

Meeting called to order at 3:05PM.

Present: Peg Scully, Chair; Anne Cunningham, Treasurer; Elizabeth Rhymer, Director; MaryAnn Hogan, Secretary.

Minutes of the December 9th, 2010 meeting were read, corrected and accepted.

FINANCIAL REPORT:

Banking Summary reviewed. The library finished the year with a surplus of just over \$475. The trustees agreed that Anne would revise the budget and send it to Karen Hatch for inclusion in the town's 2011 budget.

Gifts received in December were accepted, except for a \$5,000 check from the Kucera Family Trust. This check will be held until a Hearing t at the next Trustees meeting . Anne will publish Hearing Notice for this meeting to accept the \$5000.00 from the Kucera Fund.

Manifest was signed,

Treasurers Report read and accepted.

LIBRARY DIRECTOR'S REPORT;

Elizabeth reports on the Library's many activities for the past month. Although it's been very quiet, Pizza & Movie night, the Odds Bodkin performance of "A Christmas Carol", the Children's Book Club were very well attended.

The new storage area is being organized and the VHS and DVD collection inventory are done and a Horticulture professor from UNH has been scheduled to give a talk in April sponsored by the Friends .

Elizabeth showed us the new Kindle she purchased with the Jim Scully Funds. She has also purchased a Nook, but it has not yet arrived. Elizabeth is becoming familiar with them before patrons may use them.

AGENDA ITEMS:

We reviewed and discussed Library Policies for Circulation, Volunteers and Collection Development. Elizabeth and Peg will finalize the circulation and volunteer policies.

Circulation: We discussed charging a fee for non-residents who wish to have a Library card. Anne will call the Conway Library to ask what procedure they follow for monies

collected in fines for non-residents. We will not pursue the matter if the fees don't generate enough income. Policies for over-due and lost items will be written. Elizabeth and Peg will e-mail their reports before the February meeting.

Volunteers: Questions were raised about Volunteer Registration Forms and personnel injury insurance coverage.

Collection Development: Elizabeth will revisit the Collection Development Policy and add a section that outlines how the policy will affect the use of the media budget in order to fill in the gaps where necessary, to create a balance in subject matter, and generally to identify weaknesses and build on strengths in the collection.

Date was set for Tuesday, January 25th at 3:30 to sort Library materials for discarding.

The cabinet for the Director's office will be built using money from the Scully Fund. Peter Earle has bid already and Elizabeth will seek a bid from Chuck Brooks and one other.

Anne suggested we get other bids next year for snow removal in order to reduce costs. We will decide later as to the method of seeking bids, whether to use a "request for proposal" or a formal Town bid process.

Meeting adjourned at 4:45PM.

Next meeting to be held on February 16, 2011 at 12:00pm.

Respectfully submitted:

MaryAnn Hogan, Secretary