

LIBRARY BOARD OF TRUSTEES (DRAFT COPY)

May 5, 2010

Present: Peg Scully, Chair, Anne Cunningham, Treasurer, MaryAnn Hogan, Secretary, Elizabeth Rhymer, Director, Ellen Many, President of Friends. The meeting was called to order at 12:05pm.

The minutes of the March 10th meeting were read and accepted as amended.

The financial report showed income, expenses and balances through April 2010. Revenues showed the addition of the Town appropriation of \$64,000.00 which had been approved at Town meeting. It was decided to use the Henry Kucera memorial fund to purchase three notebook computers for patron use. It was mentioned that the Library share of the new Town sign advertising the Library has not been paid yet.

The Board approved the acceptance of gifts, books and money donated since the last Trustees meeting.

The Library Director's report was read. Elizabeth and Judy will again have a very busy summer.

Peg, Anne, MaryAnn and Sylvia Carney (Friends) attended the NHLTA meeting on May 3rd. We all found it very informative and as Anne explained to us, Elizabeth and Judy must start filling out a Weekly Employee Time Sheet. This procedure will start on May 9th.

We will be reviewing our present policies and creating new ones for sick leave, vacation, and volunteers. It was also noted that starting sometime in 2011, volunteers must undergo background checks.

The Insurance Coverage Update was postponed.

The Space Consultant report was distributed and after a short discussion, it was decided to show the report to the volunteers who work in the back room for their input. There was also a lot of discussion about Ellen forming a committee to study the options and to select a plan for workroom reconfiguration.

The Board met on April 21, 2010 to review bids for grounds maintenance. The contract was awarded to Welch Landscaping. All four bids are in the red book.

The Time Planning analysis was distributed and discussed. We are looking for ways to free up Elizabeth's time so she can work on long-range planning and collection development.

We all thanked Ellen Many and the Friends for covering the cost of the NHLTA meeting.

It was decided to have a Special Acknowledgement gathering for Bill Stoops and Karen Schiller at Anne's home on Wednesday June 2nd. MEETING ADJOURNED AT 1:30PM.