

Board of Trustees Minutes (draft)

James E. Nichols Memorial Library

January 28, 2008

Present: Librarian, Jon Kinnaman; President, Helen Heiner, Trustees, Jean Whatley, Karin Karagozian, Bess Hanson, Jo Morse; Alternate Trustee Chuck DiCecca; Treasurer Sarah Heath.

Minutes—Jon made corrections to Minutes on his Report: Include under Weeding of books, “Guidelines were set by Trustees for 2008.” And replace Security meeting with READS meeting. The minutes of the Nov. 26 meeting were approved as corrected.

Librarians Report—Jon Kinnaman presented his report.

Annual Library Report submitted to the Town.

Our circulation is down by 1%. Circulation of Adult non-fiction and Youth books have decreased. Nancy Chapman is willing to do “Read To Me” with a school group, and that should help the Children’s book circulation.

Linda and Jon have weeded all the Youth and Adult non-fiction.

There is a leak over one of the windows in the back. Sarah thought she’d call Chris Williams about the kind of caulk to use.

2 patrons fell from the doorway into the library. Jon keeps the light on there. The marble flooring may have raised over the years.

Staff development: Jon wants to attend both the READS Meetings and NE Library Meeting in Manchester in the fall. He’ll get prices.

Linda lost a lot of hours this period because of snow days and holidays, so Jon has had her in to help him on Thursday afternoons.

Extra shelf on main floor? Jon set one up so we could check it out after the meeting. (After the meeting, even our tallest Trustee agreed that the shelf was not feasible.)

Jon has a list of lost books and has taken them off the catalog. Those patrons’ cards have been blocked.

Treasurer—Sarah Heath

November and December Reports were given.

Helen and Sarah went to the Budget meeting to answer questions about our expenses.

Need to unload the basement books. Jon tells people that one can go downstairs and take books.

It may take 5-6 months to get rid of them and placate the Selectmen.

Employees and Trustees may still go to the basement. It is not well ventilated; the oil tank is apparently a problem.

We have paid Pacquette Signs from 2007 expenses. Chuck showed the mock up. The sign will be installed as soon as the ground thaws.

Old Business

Maintenance—Sarah will deal with these items as soon as she retires from Heath, Inc.

Steve is updating the virus protection for 6 work stations.
The Will still needs to be looked at.
Jon has a copy of the dates for 2008 Trustees Meetings.
Flag holder? Sarah has a new catalog with a new possibility.

New Business:

Capitol improvements—any big items we need? Resealing the building, anything else?
Bring up the basement to code? Goals for the library?

The meeting was adjourned at 6:20 PM

Respectfully submitted,

Jo Morse

Trustees Meetings:
2/25/; 3/24; 4/28; 5/19; 6/23; 7/28; 8/25; 9/22; 10/27; 11/24.