

These Minutes Are Subject to the Approval of the Trustees

James E. Nichols Memorial Library

Trustee Meeting Minutes

November 23rd 2009 5:00 PM

Present, including staff and visitors: Helen Heiner, Sarah Heath, Jo Morse, Bess Hanson, Karin Karagozian, Chuck DiCecca, Jon Kinnaman

Absent/excused: None

Non-Public: It was moved by Karin and seconded by Bess to move into Non-Public session for the purpose of personnel at 4:47 PM. Vote was unanimous.

It was moved by Bess and supported by Karin to move into public session at 4:55. Vote was unanimous.

It was moved by Jo and seconded by Bess to seal the minutes of the non-public meeting indefinitely.

Call to order: 5:00 PM

Approval of minutes: The minutes were accepted with the following corrections: Under Librarian's report it should read that the Safety Committee was in the building the day prior to when the librarian discovered the heat was off.

Treasurer's report: Sarah presented her monthly report. There was another bill from ADEL XT for \$186.25. Sarah was concerned about Jon only spending \$500 for new books. Jon reported he has several

orders that he has placed for books, magazines and movies. Sarah reported we have had one oil delivery from Fuller as of today's date.

Librarian's report: Jon presented his monthly report. Jon reported that all feedback has been positive on having the library open earlier on Wednesday morning and there has been no negative feedback about closing earlier on Wednesday evening.

The rebuilt book drop has been working very nicely. Books are not flipping open so elastic bands are not necessary.

Jon has put together a blog and web page using wordpress.com. Jon would like to start weeding the fiction section of the library. We have taken in 314 new fiction books this year. Sarah doesn't like the look of the empty bookshelves. Chuck suggested that for every new book that comes in an old one goes out. Karin suggested the weeding take place slowly over several months. Jon presented a ballpark figure of 500 for weeding the entire collection with 200-250 in fiction, 150 in non-fiction, and 100 children's for removal. Karin is not concerned about having emptier shelves. Jon has run out of room. Everyone was comfortable with the figure of 500.

Committee report:

None

Unfinished business:

Meeting with Selectman When Sarah, Helen, and Jo went to meet with the selectman they happily accepted the

proposal for sealing the building. They asked for a signed contract. The signed contract has arrived and Sarah will deliver it to the selectman. We do not have to go to bid as it is a historical building and no other company placed a bid. The company is hoping to have the work start at the beginning of May and be done by the time of the 100th birthday celebrations. Jo is hoping to receive \$5000 from the NH State grant process. The deadline for filing is January 1, 2010.

Helen informed the selectman of the continued problems with the walkway and snow plowing especially since the library is now open everyday. Randy will work on this.

It looks like the town will pay for the bill to get the furnace turned on as a result of the Safety committee accidentally shutting off the heat. Sarah has sent the bill to the town. Sarah also mentioned that the building wasn't left the way it the staff had it the previous day.

New business:

1. Printer – It is time for a new one. The current one has not been functioning well even after diagnostics have been run. Jon stated we need a color printer. Steve from ADEL XT recommended that we have a networked printer. Jo did some research through Consumer Reports for the cost of both inject and laser. The consensus of the trustees was to go with a color laser printer.

It was moved by Karin and seconded by Bess to purchase an HP color LaserJet CP2025n color printer with accompanying accessories (color cartridges). Vote was 5-0 in favor.

Open items:

1. Karin noticed that the town was taking the day after Thanksgiving off. Helen reported that library budget was based on having the day after Thanksgiving being open. The library will be open the day after Thanksgiving.
2. Helen brought up that our next meeting is scheduled for December 28th. As the budget is prepared the Trustees determined that the meeting would be cancelled unless an emergency arises.

Motion to adjourn:

5:44 PM

Next meeting:

January 18th 2009 @ 5:00 PM

Non-Public Session

Present: Helen Heiner, Sarah Heath,
Jo Morse, Bess Hanson, Karin
Karagozian, Chuck DiCecca, Jon Kinnaman

Absent/excused: None

It was moved by Karin and seconded by Bess to move into Non-Public session for the purpose of personnel at 4:47 PM. Vote was unanimous.

Helen informed the Trustees of her and meeting with the town. They are giving their employees a raise. They are taking the cleaning service out of our budget and make it a town wide budget item. Karin moved and Jo seconded that we give the employees a 3% raise. Vote was 5-0 in favor.

It was moved by Bess and supported by Karin to move into public session at 4:55. Vote was unanimous.