

THESE MINUTES ARE SUBJECT TO THE APPROVAL OF THE TRUSTEES

JAMES E. NICHOLS MEMORIAL LIBRARY

TRUSTEE MEETING MINUTES

REFERENCE ROOM, CENTER HARBOR

April 27, 2009 5:00 P.M.

MEMBER'S PRESENT Helen Heiner, Bess Hanson, Karin Karagozian, Chuck DiCecca, Jo Morse, Sarah Heath

MEMBER'S EXCUSED/ABSENT None

OTHER'S PRESENT Jon Kinnaman

CALL TO ORDER 5:00 PM

APPROVAL OF MINUTES Minutes of the March 23, 2009 meeting were accepted as written.

LIBRARIAN'S REPORT: Jon handed out his monthly Librarian's Report, which the Trustees read. In March, the Library circulated 884 materials and recorded 427 visits. Through the 1st quarter of 2009, we are seeing an increase in circulation and visits over the previous two years. In January, the Library added 55 materials, all by purchase and none by donation: 17 fiction, 18 non-fiction, 7 youth, 6 audio CDs and 7 DVDs were added. Staff responded to 20 requests for assistance with information, book advisory and computers. There were 92 recorded uses of pc workstations (2 guests) and 6 wifi uses.

Steve Jussif of Adelxt completed the agreed to system updates for the computers on March 24th.

The next Scrooge and Marley Co-op meeting is on May 14th. The NHLA Spring Meeting is in Bartlett on Tuesday, May 19 and Wednesday, May 20. Jon stated that he would choose not to attend this year due to the limited classes offered that he would be interested in.

Jon attended Fire Extinguisher Training on April 15th. Chief Schlemmer cautioned against using chemical extinguishers in all but the direst circumstances, as the discharge is dangerous in confined areas and leaves a layer of toxic dust that requires professional clean up. He recommended a 2-gallon water extinguisher for use against paper fires. Jon reported that a two-gallon water extinguisher costs about \$250. It was moved by Jo Morse and seconded it by Karin Karagozian to purchase a 2-gallon water extinguisher for \$250. Vote was unanimous in favor. Treasurer's report: Sarah Heath handed out the monthly expense report, which showed nothing unusual this month. Sarah reported that the \$400 for museum passes listed under Program Projects should be listed under Special

Projects from Gifts. Treasurer's report was accepted as presented.

Old Business:

1. Policy Manual Review - It was moved by Chuck and supported by Jo to create a Policy Review Committee. Vote was unanimous in favor. Members will be Jon, Jo, Sarah and Helen. First meeting will be at 3:00 on May 18th.
2. Replacement of encyclopedia— Jon presented the prices for print, print/online, and online only encyclopedias. Online cost of encyclopedia, \$295, is for one year. Karin commented it is cheaper to purchase the print edition, \$649 – \$949 depending upon '08 or '09, as it is useable for five years, versus having to pay the online cost each year for five years. Jon recommended going with the 2008 print only edition. It was determined that we will table any action on this purchase until budget time. For the time being the library staff will try to survey patrons to determine if they would actually use the encyclopedia set.
3. Open Alternate Trustee Position – Helen has attempted to contact Colleen Brickley to see if she would be interested in filling the position. Helen has not received any response. The trustees were encouraged to think about anyone who might be interested in being an alternate and invite him or her to a meeting so they could learn what was required.
4. Schedule –The next Trustee meeting would occur on Memorial Day and a change had been made to May 18th at 5PM.
5. Science Pass - A letter was sent to Cindy Oxtan, at the bank regarding their possible covering of the Science Center Pass. As of this meeting we had not received a response.

New Business:

1. Heating/cooling unit - Steve Warren, who works for Home Energy Products, called Sarah in March and said that this was the time to use the heat pumps to take the chill out of the library. The problem is that the outside unit would need to be free of snow cover. Energy Products offered to help with the design of a cover however the space between the unit and the building is very limited. The trustees determined that the heat pumps would not be able to cover heating the library in March and we should not go forward with having a special cover created.
2. Hall light - Light fixture in vestibule is giving off a strong heat odor. Concern is that it is running very hot. Sarah mentioned that this smell has been present since the fixture was installed. Sarah will give Rowan Electric a call to have them check it out.
3. Right to Know to Law Talk – Chuck reviewed the information presented at the Selectman's meeting from the town attorney on the Right To Know Law. Non-Public session should be listed on the agenda for purposes of personnel even if there are no issues. The posting of draft minutes was fine however there should be corrected minutes available if someone asks for them. The minutes will also be available on-line through both the town and library site. The attorney warned against discussing library business outside of any meeting and warned about e-mail and phone calls to discuss library business as it could be interpreted as conducting business without a posted meeting.
4. Printer – Bess moved and Karin seconded giving Jon the authorization to replace the library printer if it should fail before the next Trustees meeting. Vote was unanimous in favor.

5. Special Projects - Anthony Avrutine reported that the special projects committee of the Meredith Rotary Club has recommend funding of \$1500 for the purchase of two outdoor benches by the Nichols Library. Funding is pending approval by the board (6/3/09) and members (6/15/09), but is expected to pass. In addition there are additional funds that could be available for the Library and Town. It was moved by Bess and supported by Jo to submit a letter requesting that the Rotary fund a copper trellis and plant materials.
Vote was unanimous in favor.
6. Trustee Workshop – Sarah and Jon received a notice for a workshop for first time Trustees taking place in Shelburne and Concord.
7. Bike Rack – Karin asked if the Bike Rack could be moved to the side of the library, as it is not very attractive in the front of the building. Discussion occurred about the possibility but it was determined to keep it where it currently is.
8. It was moved by Chuck and seconded by Bess that the Chair and Treasurer of the Trustees prior to submission review the annual Library Report for the Town and State.
Vote was unanimous.

Open items None

Non-Public Session Karin moved and Jo seconded to enter into Non-Public sessions at for matters of personnel 6:31pm. Trustees were queried and vote was unanimous in favor.
It was moved by Karin and supported by Bess to move out of Non-Public session at 6:49. Trustees were queried and vote was unanimous in favor.

Motion to adjourn Bess moved and Karin supported to adjourn the meeting at 6:51 pm. Vote was unanimous in favor

Next meeting: May 18th 5 PM with Policy Review Committee Meeting at 3 PM

APRIL 26, 2009
NON-PUBLIC SESSION

MEMBERS PRESENT: Helen Heiner; Sarah Heath; Karin Kargozian, Bess
Hanson, Chuck DiCecca, Jo Morse
OTHERS PRESENT: Jon Kinnaman

Trustees discussed a comment made by a Trustee during the last meeting regarding the Library Report in the Annual Town Report. No action was taken.