

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE TRUSTEES

James E. Nichols Memorial Library Trustees Meeting
Nichols Memorial Library Conference Room, Center Harbor
Monday, April 28, 2008

MEMBERS PRESENT President Helen Heiner, Trustees: Bess Hanson, Karin Karagozian, Jean Whatley, Treasurer Sarah Heath, Alt. Trustee Chuck DiCecca

MEMBERS ABSENT OTHERS PRESENT Trustee Jo Morse with notice,

Librarian Jon Kinnaman

CALL TO ORDER Helen Heiner called the meeting to order at 5:00 p.m.

MINUTES The minutes of the March 24, 2008 meeting were approved with the following correction: Under Librarians Report change Jessup to Justif.

LIBRARIANS REPORT Jon Kinnaman presented his report, which covered the month of March 2008. There has been an increase in patron activity since the last report. Approximately \$800 has been spent on new materials. Staff looked into an audio book purchase plan, which would provide the audio books prepackaged in order to save on the labor of having to make labels and order materials from different vendors. It was determined not to be cost effective, as it would increase the cost to \$10 more per book.

The library had a small amount of water seepage this spring. Feedback on the new sign has been positive. The summer hours sign has been delivered with the corrections made to the Tuesday hours.

In the area of technology there was an incorrect due date in InfoCenter and a glitch in Symantec. Steve Justif will come in May and for \$500 will fix the glitch and install the InfoCenter v3.0 update. It was moved by Karen and supported by Bess to approve the expenditure of \$500 for Steve Justif to come in May and fix the glitches and install the InfoCenter update.

Staff Hours – Linda would like 15 to 20 hours per week. Kim would like to stay at 10 hours per week. Jon will give a copy of the summer schedule to Sarah and Helen.

Jon would like to attend the NHLS conference in Concord at a cost of \$25 plus mileage. Jon is also interested in attending the NELA workshop on “Library wide IT Proficiency” scheduled in June. He has emailed for further information to see if it would be valuable for a small library and will inform the Trustees at the May meeting.

Jon informed the Trustees that the bookmarks need to be updated with the new hours and that another order needs to be placed as the library is running low.

TREASURER'S REPORT Sarah presented the treasurer's report. The town listed the \$550 for computer maintenance in the wrong category and it will be fixed. The \$100 under Special Projects from Gifts was for the passes to Shaker Village. The \$601.57 under Furnishings/Equipment was for the desk. The library has not received any information on passes for the Currier Museum & Science Center.

OLD BUSINESS 1. Sign Dedication Ceremony. Bess will speak with Bob Benoit and ask for a date that would work for the family. Chuck will contact the local newspapers for publicity. Sarah will contact Luke at Coe House to see if they will donate sweets and beverages. An invitation will be designed and sent to Town Officials, the Benoit family and those who donated money towards the purchase of the sign. The invitation will have a picture of the sign on it. Jon will take care of acquiring card stock.

2. The flag is flying. The locks are completed. Access to the alarm is all set. The leak is not fixed at this time. Jon will call Jeff Haines about the fire extinguishers and having those in the library on the town account.

3. Jeff Haines and his men took 61 boxes of books to the transfer station. He will move the rest of the boxes for us. The two tall bookcases in the basement will stay. There is someone interested in the smaller bookcase located next to the stove. Jon will ask the patron who is interested in it for a \$25 donation. The air conditioners will have yearly maintenance on April 29, 2008.

4. We still need to get a copy of the will to the attorney general.

5. We need to update the Policy Book before summer. John presented suggested changes to the Automation Policy. He will make the suggested changes and corrections for Trustee approval at the May meeting.

The e-mail poll indicated that the Trustees approved the expenditure for reframing the two letters at a cost of \$176.

NEW BUSINESS 1. Ladders: Bob Beem purchased a new 6-foot aluminum ladder for the library replacing the older wooden one. Sarah purchased a 2-step step stool to replace the older round one that had wheels on it. Both these purchases were donated to the library.

2. Resignation: Jean Whatley resigned her position as Trustee as she will be moving in May. Her resignation was accepted with regret. It was moved by Karin and supported by Bess to appoint Chuck DiCecca to Trustee to fill Jean's position. Vote was unanimous. The Trustees now need to find a new alternate trustee.

3. Posting of Minutes: Jo Morse stated that she is unable to have the minutes completed for posting within 5 working days. Helen asked for any volunteers. It was moved by Bess and supported by Karin to name Chuck as the Secretary. Vote was unanimous.
4. Sarah presented information on two new Library Trustee workshops, one on May 28th in Shelburne and the other in June in Concord.
5. Urns/Planters: Chuck found two styles of urns/planters at Home Depot and Lowe's, one style in sandstone the other black. The prices ranged from \$50 to \$75. Sarah found tall copper urns in a catalog. It was determined that Helen will get pictures of the urns/planters located at Home Depot and Lowes and poll the trustees by e-mail.

ANNOUNCEMENTS Nichols Memorial Library Trustees Meeting
Monday, May 19th
Center Harbor, 5 pm

The meeting was adjourned at 6:50 pm.

Respectfully submitted,

Chuck DiCecca