

THESE MINUTES ARE SUBJECT TO THE APPROVAL OF THE TRUSTEES

JAMES E. NICHOLS MEMORIAL LIBRARY

TRUSTEE MEETING MINUTES

REFERENCE ROOM, CENTER HARBOR

May 18, 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 May 18, 2009 meeting were accepted with the following corrections. 1. Chuck, Bess, Jon and Helen attended the Right To Know Law meeting put on by the Center Harbor Selectman. 2. Under special projects the dates should be May not June. 3. Under new business, number 8 it should state that the annual report will be reviewed once prior to submission.

LIBRARIAN'S REPORT: Jon reported that patron activity has been increasing over the previous two years. We have had a larger number of gifts in the form of books. Jon reported that on 5/15 we had another patron incident involving tripping over the front step entering the main section of library. The patron was able to rest and leave the library without assistance. The trustees reviewed what has been done to resolve this problem. We have increased the lighting and placed a sign on the door. We will now try a reflective safety tape on the step.

Treasurer's report: Sarah reviewed monthly expenses. She state there was nothing unusual in this month's expenses.

Old Business: Hall Light – Sarah has not been successful in reaching the electrician by phone. She will attempt to contact by cell.

Fire Extinguishers – Jon notified Chief Schlemmer of the library's interest in acquiring a 2-gallon water-based fire extinguisher. The chief is in the process of pricing them out.

Printer – The problem seems to have resolved itself.

Rotary Response – Our proposal was accepted. The new benches are hopefully coming this weekend. We are going to get a handmade copper trellis that will hopefully be installed this weekend. We will also get some money for plants after the purchase of a bike rack for the town.

Trustee Workshop – Three trustees, Helen, Jo and Sarah attended the workshop in Waterville Valley. The attended sessions on risk management, policies, and budget.

1. A safe box for personnel records and minutes of non-public sessions needs to be purchased. Sarah and Jon will look into this matter.
2. Policies – 1. We need job descriptions and personnel files on volunteers. 2. One person may review and write policies and submit to trustees for approval. 3. When a patron is under the age of 18 do we have the parent sign for the library card? It was suggested that we should do this if we wanted to go after for a non-return. If we didn't have the parent signature we wouldn't be able to divulge info to parents. 4. A book on policy was purchased for the library. Library Legal Answer Book by Mary Minnow, 2003 will also be purchased. 5. Risk Management – the trustees will research the cost of a panic button for when female staff are alone in the library. Jon will ask the fire/police to see how this would be hooked up.

Ordering of Special Requests – A patron suggested to Jon that we purchase the Song Train, a book and CD set in which the listener can either, read, listen to, learn guitar chords or in any combination. This book cost is \$55. Jon stated that this would fill a whole in our collection, as we don't have a lot of books on folklore or instrument lessons. Bess moved and Jo supported the purchase of the Song Train for the library collection. Vote was unanimous in favor.

In a separate discussion, the trustees discussed if there was a need for a policy on special request fulfillment. Karin feels that this decision should be left up to the librarian. It was decided that Jon would share any unusual requests with the trustees but there was no need for a policy on this issue.

New Business:

Heating Oil Contract – Sarah called Stafford Oil today and was quoted at \$2.399 for a lock-in pre-buy rate. Last year we contracted for 1250 gallons and used 1009 gallons. We have a credit of \$936.82 with Stafford. Sarah suggested we purchase 1000 gallons at the \$2.399 pre-buy price (\$2,399.00). Stafford only services the library and no other town building. It was moved by Karin and supported by Jo to allow Sarah to enter into a pre-buy contract after asking the selectman what they would be doing and giving them the week to respond. Vote was unanimous in favor.

Policy Committee – the first meeting of the committee was held today at 3:00. Jo has agreed to keep the minutes and Sarah will be the Chair. Other members include Helen and Jon. Sarah gave an update on work to date. Sarah will mail copies of updated policies to trustees ahead of the next meeting. The trustees will review and vote on policies that are acceptable.

The library received a \$300 check from MSVB for the purchase of the Science passes. Sarah will send a thank-you card to the bank.

Summer Schedule – we will change to the summer hours effective May 26th. In the future we will have summer hours run from May 15 – October 15.

Open items None.

Motion to adjourn Moved by Jo, seconded by Karin to adjourn at 6:04 PM.

Next meeting: June 22nd @ 5 PM with Policy Review Committee Meeting at 3PM