

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE TRUSTEES

James E. Nichols Memorial Library Trustees Meeting
Nichols Memorial Library Conference Room, Center Harbor
Monday, May 19, 2008

MEMBERS PRESENT Trustees: Bess Hanson, Karin Karagozian, Chuck DiCecca, Treasurer Sarah Heath

MEMBERS ABSENT President Helen Heiner, Trustee Jo Morse with notice,

OTHERS PRESENT Librarian Jon Kinnaman

CALL TO ORDER Bess Hanson called the meeting to order at 5:00 p.m.

MINUTES The minutes of the April, 2008 meeting were approved with the following corrections: Correct spelling of Karin in second paragraph from bottom of page one. Under New business the 2 step-stools were purchased with library funds not donated.

LIBRARIANS REPORT Jon presented his monthly librarian's report. Activity continues to increase. Jon is keeping close to his target of \$800 per month for purchases of new materials.
The Science Center pass has been renewed.
A building inspection was conducted on May 12th. The inspection revealed a problem with an exposed wire on the back staircase and it was suggested a conduit be used to cover the wire. There was some confusion over which deadbolt needed to be removed. The trustees determined it may be the one on Jon's office door.
Steve will be here on May 22nd to perform the computer updates. Jon asked for a volunteer to be here to lock up after Steve is finished. Sarah will come down and lock up. Symantec cost has increased due to a new software release.

Staff schedules for summer have been set and Jon provided Sarah with a copy.

TREASURER'S REPORT Sarah presented the treasurer's report. Under Furnishings and Equipment is \$52.94 for the office chair for Jon. Under repairs the \$693 includes \$129 for air conditioner maintenance, \$144.80 was for oil burner maintenance; \$420 for Horris Olden for furniture assembly, final water leak check, two times downstairs taking downstairs furniture apart. \$300 under special projects is for the pass for the Science Center.

Report was accepted.

OLD BUSINESS 1. Dedication Ceremony – The date will be Saturday, July 26th at 1:00 pm on the grounds of the library. Bess will notify Bob; Chuck will contact newspapers; Sarah will contact the Coe House. Helen will give the dedication speech. We are estimating about 40 people will be in attendance. Invitation was reviewed and corrections suggested. They will be mailed out four weeks in advance. Jon will print the invitations on card stock.

2. Policy book – Library Bulletin Board Policy – Trustees reviewed Jon’s suggested changes. Sarah suggested change “posted” and “cleared by” to “approved by” in section A. Motion to accept changes as edited was made by Karin, and seconded by Sarah. Vote was unanimous.

Reference Service Policy – Karin stated that “prescribed” should be changed to “proscribed”. Edits and suggestions were made. Replace “shall” with “will” throughout the document. Jon will make the changes and bring to the next meeting in order to be voted on.

3. Framing – Sarah received a call informing that the two-sided letter was glued to the matting. They were able to replace the glass and replaced it with glass that should protect the paper from fading. This cut the bill to well under \$100. Sarah will pick up on Friday.

4. The bookmarks are ready and Sarah will pick them up on Friday. The selectman changed the date that checks will be issued from Thursday to Friday.

5. Will – status quo.

6. Basement – Books and furniture – There is still one book-rack left that a patron wanted and it is ready to be picked up. One small area still needs to be cleaned up. Sarah will take care of it. A letter from the Trustees will be sent to Jeff and his crew for their assistance in removing the books and taking them to the recycling center. A copy will be sent to the selectmen.

7. Maintenance – Air conditioner has been serviced. The service men reminded us to use the heat pump in the air conditioner to warm up the building rather than using the oil. Sarah has not contacted Chris Williams with the four questions related to the leak and the building.

8. Urns – Vote was unanimous to choose the sandstone urns for \$79.95 each.

NEW BUSINESS 1. Letters of thanks will be sent to Jean Whatley for her years of service; Bob Beem for his donation of the ladder; Jeff Haines and his crew for their work in clearing out the basement. Karin will look for a card for Jean that will be signed by the Trustees. Karin will use library stationary for the remainder of the letters.

2. Old Library Sign – Hang the wooden sign over the top of the safe. The letters should be hung at a level where people can read them. The Trustees determined that the two letters should hang to the left of the pottery vase.

3. Schedule of Trustees – hold until next meeting. We do need to find a new alternate. Consider a sign in the library informing people of what we are looking for.

4. Library Passes - We have the one for the Science Center (\$300) and we have paid for the one for Shaker (\$100). We still need to consider the Christa McAuliff pass though it wasn't used very much last year. Jon checked and found that 18 patrons used in 2005, 17 in 2006 and 12 in 2007. Karin would like to see one for the Currier. Sarah has emailed them but has not received a reply yet. We also need to decide about the Wright Museum. It is the least popular among our patrons used by 4 in 2005, 6 in 2006 and 2 in 2007. Vote was unanimous for purchasing the Wright pass. Jon will contact Nancy in Moultonboro about their passes for the Currier and the Planetarium and if we can use them.

5. Mater Plan Survey Results – Helen dropped off a copy so that we can copy, read and review.

6. Trustees Orientation – Sarah presented a flyer on two orientations one in Plymouth on June 17th and one in bow on June 19th.

ANNOUNCEMENTS Nichols Memorial Library Trustees Meeting

Monday, June 30, 2008

Center Harbor, 5 pm

The meeting was adjourned at 6:50 pm.

Respectfully submitted

Chuck DiCecca