

**JAMES E. NICHOLS MEMORIAL LIBRARY  
TRUSTEE MEETING  
CONFERENCE ROOM, CENTER HARBOR  
MONDAY AUGUST 25<sup>TH</sup> 2008  
5:00 P.M.**

**MEMBER PRESENT:** President Helen Heiner, Trustees:  
Karin Karagozian, Chuck DiCecca, Treasurer Sarah Heath

**MEMBER'S ABSENT:** Jo Morse and Bess Hanson with notice

**OTHERS PRESENT:** Librarian Jon Kinnaman

**CALL TO ORDER:** The meeting was called to order at 5:00 PM

**MINUTES REVIEWED:** The minutes were accepted as written.

**LIBRARIANS REPORT:** The librarian's report was presented. Jon presented monthly statistics as well as a year to date report. While loans are down since 2005, library visits, computer use and Wifi use has significantly increased. Jon reported that he has received positive comments about the library's book selections. Patron response to being open on Tuesday's has been good.

Jon has developed a troubleshooting guide for maintaining web and Wifi connections. Jon will research the cost of Version 3.1 of InfoCentre 3.1 in time for next months meeting.

A book dealer from Ohio, who has a book signed by J. E. Nichols, would like to sell it to the library. Jon will research the cost of the book on line to determine a reasonable cost.

**TREASURERS REPORT:** Sarah presented the Treasurer's report. Under repairs and maintenance Tri-State cost \$165 for fire extinguishers and \$80 was for Adel XT for the Internet going down. Under Gifts was \$75 for the Wright Museum. We have \$5000 left for books and periodicals, which will average \$1000 per month.

In the area of Oil we have prepared \$5518.80 or 1200 gallons at \$4.69 with .05\$ cash discount. This is roughly \$2000 more than we budgeted.

**OLD BUSINESS:**

1. **DEDICATION CEREMONY:** A news article with photo was submitted by Jon and printed in this past weeks Meredith News.

2. **NEW POLICY – AFTER HOURS USE OF BUILDING** – Jon reviewed the suggested revised policy “Who May Use the Library”. Trustees made edits and suggestions as appropriate. Jon will make suggested changes and edits. Helen and Jon will review the policy book to determine what else needs to be updated.
3. **WILL** –Tabled at this time
4. **MAINTENANCE:**
  1. **FURANCE** – Sarah says that she believes that the furnace is now okay.
  2. **SEALING OF BUILDING** – Chris Williams will be asked about this. The town told Helen that we could go ahead with the sealing and then add the amount to the warrant article for next year’s budget.
  3. **LIBRARY SIGN/ PHOTOS** – Deferred till fall.
  4. **CUSTODIAN** – Crane Maintenance is working out well.
  5. **HEATING AND COOLING SETTINGS** – Helen and Bob Beem will meet with Jon next week to explore the timing of the heating and cooling systems in order to save energy.
  6. **ELECTRIC EYE** – Frase Electric came and replaced the sensor.
  7. **CHRIS WILLIAMS** will come to a meeting on September 4<sup>th</sup> at 8 AM to hopefully offer information/feedback on the following items:
    1. **WHAT TO USE FOR SEALING**
    2. **SPACE – FRONT STEPS**
    3. **BASEMENT WALLS – WATER**
    4. **ENERGY EFFICIENCY**
    5. **LEAK IN ROOF**
5. **FUEL** –we have prepared \$5518.80 for 1200 gallons at \$4.69 with a five cents cash discount. This is roughly \$2000 more than we budgeted.
6. **TOWN ENERGY COMMISSION** – We have been placed on the list for a survey.
7. **OFFICERS – ELECTIONS** – For elected officials, Bess is due this year to run for a three-year term; Karin would run for a two-year term to finish Jean’s term. Karin needs to go to Town Office and sign the form before the end of December 2008. Chuck has been moved to a full Trustee. Jo and Helen continue as Trustees and Sarah continues as the only alternate. If we choose to we can add another alternate.

**NEW BUSINESS:**

1. **PERSONNEL REVIEWS** – Helen asked the Trustees to complete the evaluation form for the Librarian and return to her as quickly as possible. Jon was asked to complete a form on each of his staff by next meeting.
2. **BUDGET PLANNING** – Jon was asked to begin looking at he feels is needed for the library. Sarah will bring a blank budget form to next months meeting.
3. **SELECTMANS MEETING** – Helen and Sarah have an appointment with the Selectman on October 8<sup>th</sup> at 8:15 AM to discuss a list of questions related to the budget and the use of gifts to the library.

**OPEN ITEMS:**

1. **Jon received two pieces of correspondence. The first by email was a thank-you about our wifi and was from a family passing through town. The second was from a patron complimenting the library team.**
2. **Sarah is going to talk with the town about their policy for rolling and accruing vacation days for Jon.**

**MOTION TO ADJOURN: The meeting was adjourned at 6:13 PM**

**NEXT MEETING: SEPTEMBER 22, 2008 AT 5:00 P.M.**