

JAMES E. NICHOLS MEMORIAL LIBRARY
TRUSTEE MEETING MINUTES
CONFERENCE ROOM, CENTER HARBOR
SEPTEMBER 22, 2008
5:00 P.M.

MEMBERS PRESENT: President Helen Heiner, Trustees, Chuck DiCecca, Jo Morse, Treasurer Sarah Heath

MEMBER'S ABSENT: Karin Karagozian with notice, Bess Hanson

OTHERS PRESENT: Librarian Jon Kinnaman

CALL TO ORDER: The meeting was called to order at 5:02 PM

MINUTES REVIEWED: The minutes were accepted with the following corrections: On Page 1 under Treasurer's Report the word "prepared" was changed to prepaid; and on page 2 "furance" was changed to furnace.

LIBRARIANS REPORT: Jon presented his monthly librarian's report. Circulation increased in August as anticipated. We are on track for the purchasing of books. Jon has shifted tape materials to the stacks. Patrons have donated money and two letters were received expressing appreciation for Library services. The upgrade to Version 3.1 of InfoCentre is covered by our contract with Follett. Jo expressed concern that she was unable to get to the catalog from home when she logged on. Jon is interested in attending several meetings/trainings in October, all within the same week. Trustees suggested that he attend all three as long as he can get coverage. Summer hours will end at the end of this month and winter hours will go into effect. Kim has started her fall schedule, which involves alternating Saturdays.

Jon discussed the idea of purchasing items that would increase our visibility. Refrigerator magnets with the hours listed, as well as, either canvas totes or bags, with the library logo was suggested to Jon by a patron. Jon presented information on magnets to give away as well as cloth library totes to sell and/or plastic shopping style bags. Due to environmental concerns it was determined to take plastic and paper bags off the list. We will look into purchasing cloth totes. Jon will call the company to see if they will send some samples for us to look at.

Jon would like the trustees to consider enrolling in the state audio consortium so that patrons could access up to 2143 unique titles downloaded to mp3 players. The cost has been reduced for smaller libraries with the enrollment period ending at the end of this month. It would cost \$300 for the initial set-up and then an annual fee of \$220. Trustees discussed use of the "gift/donation" money for the initial \$300 with Thank-you notes going to those who donated explaining

how the money was used. The \$220 will come out of the book budget. We will need to advertise this feature and a sheet with instructions on how to download the books will be available for patrons and available on the library website. It was moved by Jo and seconded by Sarah to take the money from gifts for the initial \$300 set up fee and \$220 from book funds for the yearly enrollment. Vote was unanimous.

Jon discussed shelving needs for juvenile non-fiction. Jon made some adjustments, however he cautioned that this may cause space needs in the near future. For magazines Jon would like a shorter spinner rack to place between the two chairs in front of the fireplace in the adult section, which would open the current magazine stand in the children's section for more display. It was determined that we should hold on new shelving purchases for this year.

TREASURERS REPORT: Sarah presented this month's treasurer's report. Only unusual expenditure was for the oil burner. We have approximately \$5000 left in repairs/maintenance for sealing of building.

OLD BUSINESS:

1. Jon checked the prices of the Nichols book on line and reported that the Ohio book dealer's price was on the high end. It was determined that we would not pursue purchasing the book at this time.
2. Jon passed out a corrected copy of the Policy: After Hour Use of Library/Who May Use Library for Trustees review. It was determined that the phrase "library borrowing card" be shortened to "library card" throughout the document. The policy was approved unanimously.
3. Sarah met with Chris Williams on 9/4 at 8 AM. Sarah explained our needs to Chris who took detailed notes. Sarah had nothing to report at this time as we are awaiting a written report from Chris. Sarah will contact Chris if she does not receive the report within the next week.
4. Helen will see that the meeting with Bob Beem in reference to the security tour and heat settings will happen before next months meeting.
5. Sarah will check on the policy for rolling and accruing vacation days for Joh when she brings the bills over to the town office. Sarah and Helen have a meeting with the Selectman next month.
6. The Trustees discussed the preliminary budget for the coming year. Sarah passed out a budget comparison for each year from 2000 – 2008. It was determined that we will create new line items for the cleaning service, as well as, web services and sewer fees.

At 6:19 PM it was moved by Jo and seconded by Sarah to close the meeting to the public for discussion of personnel. No action was taken at this time. At 6:29 it was moved by Jo and seconded by Sarah to move out of non-public.

7. Helen asked that the Trustees either mail or drop off the evaluation of the librarian forms as soon as possible. She asked that if they are dropped off at the library they be in a sealed envelope.

NEW BUSINESS: Jo will come in and make a new video of the library and its contents for insurance purposes.

OPEN ITEMS: None

MOTION TO ADJOURN: 6:30 PM

NEXT MEETING: OCTOBER 27, 2008 AT 5:00 P.M.