

## LIBRARY TRUSTEES' MEETING

February 22, 2010

### PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:05 PM.

### MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the January 25, 2010 meeting.

### TREASURER'S REPORT

Ms. Baker distributed copies of the final expense report for 2009 for review. Mrs. Breen asked why the health plan was underexpended, and Ms. Baker said it was due to Andrew Richmond leaving and other changes to the staff. Mrs. Breen also asked about the underexpended heat and electricity line. Ms. Baker said that it was due either to changes in rates or the fact that we have made changes to the temperature at the library. The lighting upgrades might also have contributed.

The Trustees reviewed copies of the 2009 Treasurer's Report. There was a brief discussion on how to use the Brock and Marois funds.

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$31,492.81 in the checking account, \$4,928.92 in the Marois Account, \$10,160.91 in the Certificate of Deposit, and \$3,097.62 in the Brock Trust Fund Interest account for a total of \$49,680.26.

Ms. Baker presented 3 bills for the Trustees to consider: \$25.00 replacement fee for the Zoo New England Museum pass, \$300.00 for the renewal of the Children's Museum of New Hampshire pass, and \$150.00 for the renewal of the Museum of Fine Arts, Boston pass for a total of \$475.00. On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to pay the bills as presented.

### OLD BUSINESS

The first item of Old Business was the Warrant Articles. The Trustees discussed the decisions by the Selectmen and the Budget Committee concerning the two warrants being put forward. Mrs. Breen asked Ms. Baker to put together a reference sheet detailing the warrants use at the 2<sup>nd</sup> Deliberative Session. She wanted a clear outline of the purpose and need for the funds, and the history of similar warrants over the past few years.

### NEW BUSINESS

The only item of New Business was the 2009 Treasurer's Report that had been discussed earlier. Ms. Baker took the opportunity to say that she was planning to start using QuickBooks to track the Trustee funds.

### DIRECTOR'S REPORT

Ms. Baker reported that the new Assistant Director, Michele Garneau had started and was fitting in well, offering much needed help and insights. She also reported that the recent Baked Bean Cook-off had been a great success, with participants and the public asking

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for this to be an annual event. Ms. Baker reported that Paula Weaver had officially retired. Her position would now be filled with two flexible Library Aide II positions. Ms. Baker reviewed statistics for the library: January circulation 22004, a total of 1866 computer bookings with a large increase of use for the word processing computers, 87 new registrations and 55 meeting bookings.

### TRUSTEE MATTERS

Mrs. Gilman brought up the issue of publicity and the challenges for getting the library into the newspaper. She suggested that Ms. Baker be more aggressive in contacting the press.

### DATE AND TIME OF NEXT MEETING

The date and time of the next meeting was set for March 18th at 4:00 PM at the library. Dates and times for the next 2 months were also set: April 22 and May 27.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 4:52 PM.