

**LIBRARY TRUSTEES'****MEETING****October 2, 2008**

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Alison Baker

Mrs. Hartnett called the meeting to order at 4:03 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept the minutes of the meeting of September 4, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$15,944.71 in the checking account; \$4,905.67 in the Marois account; \$12,095.81 in the Certificate of Deposit, and \$1,556.49 in the new Brock Trust Fund Interest account for a total of \$34,502.68.

There were two bills for consideration for payment from trustee funds, both museum passes: the Met (The Children's Metamorphosis) for \$200.00 and The Boston Children's Museum for \$675.00. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted to pay these two bills, totaling \$875.00, from trustee funds.

The expenditure report reflecting September's bills was reviewed by the trustees. Mrs. Breen asked about the overtime line item. Ms. Baker explained that this was due to extra work time put in by the Night Custodian during the Senior Custodian's vacation. She alerted the trustees to additional overtime for the Senior Custodian when the carpets are cleaned later in the month.

OLD BUSINESS:

The first item of Old Business was the search for the Assistant Director. The final schedule of interviews was reviewed, with all final interviews scheduled for the week of October 6<sup>th</sup>.

The second item of Old Business was the 2009 Budget. Mrs. Hartnett asked the other trustees to review her proposed Budget Committee Memo. After reading through the Memo, there was some discussion about the Warrant article issue. Ms. Baker was directed to continue discussion with Terry Knowles at the Attorney General's office and the NH Library Trustee Association. On a motion from Mrs. Gilman, seconded by Martha Breen, the trustees unanimously voted to use Mrs. Hartnett's memo as written.

NEW BUSINESS

The first item of New Business was a discussion of a proposed Holiday Closing Policy. Ms. Baker pointed out the revision concerning Martin Luther King's Day and Floating Holidays. Ms. Baker was asked to further revise to indicate how to handle staff work hours on weekdays the library closes early (e.g. the day before Thanksgiving). She was directed to bring the revised policy with a policy number to the next meeting for vote. Based on the proposed policy, Ms. Baker asked the trustees to revisit the closing time on Christmas Eve. By closing at 1:00 PM rather than 2:00 PM, there will be no need to schedule lunch breaks for staff. On a motion from Mrs. Gilman, seconded by Martha Breen, the trustees unanimously voted to change the closing time on Christmas Eve to 1:00 PM.

DIRECTOR'S REPORT

Ms. Baker reported that the migration to the new ILS, although complete, has caused a number of

challenges for several departments and the public. Acquisitions, Serials and Cataloging have had to struggle to resolve serious problems making the ordering and processing of materials difficult or impossible. Many of the issues, such as printer problems and permissions have been resolved only through the determined hard work of a few staff members, in particular Vicki Lukas and Judy Machnik. Circulation issues are being addressed as they come up, but have not negatively impacted the public due in no small part to the excellent training offered by Natalie Ducharme.

Ms. Baker reported that the KLAS series kicked off in September with an enormously popular program offered by Ken Gloss of the Brattle Book Shop. It was an interesting and entertaining evening, with a standing room only crowd. In addition, the preschool programs are underway in the Children's Department, with plans for monthly elementary programs in the works.

Ms. Baker provided a brief overview of statistics for September. The adult department circulated 14,053 items, the children's department 7,395 items for a total circulation of 21,448. She reported that the change to a week's circulation for DVDs has caused many positive comments, and has not negatively impacted the circulation totals. Computer bookings reached 705 hours which averaged 2.5 hours for every hour the library is open. Reports on active cards are currently impossible under the new ILS.

#### TRUSTEE MATTERS

There were no trustee matters. Mrs. Hartnett expressed her thanks to everyone on the staff involved with the migration; for all each person has done to make sure he or she was ready for serving the public. She additionally expressed her appreciation for how well and determinedly the members of the staff worked on despite the many challenges resulting from the migration.

#### DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, October 30, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 5:41 PM.

Respectfully submitted,

Alison Baker, Director