

## LIBRARY TRUSTEES' MEETING

December 3, 2009

### PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker.

Martha Breen called the meeting to order at 4:00 PM.

### MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the October 29, 2009 meeting as written.

### TREASURER'S REPORT

Ms. Baker distributed copies of the treasurer's report. The balances of the Trustees' accounts were as follows: \$28,082.81 in the checking account, \$4,928.20 in the Marois Account, \$10,131.16 in the Certificate of Deposit, and \$3,093.24 in the Brock Trust Fund Interest account for a total of \$46,235.41.

There was one bill for consideration: the dues for the board members' membership in the New Hampshire Library Trustee Association for a total of \$80.00. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously pay the \$80.00 membership fee.

Ms. Baker presented the Trustees with copies of the expense reports for October, 2009. Ms. Baker projected some remainder in the budget at the end of 2009.

### OLD BUSINESS

The first order of Old Business was the discussion of the 2010 Budget. Ms. Baker distributed copies of the final votes of the Budget Committee. The total library budget was reduced by \$10,865:

Worker's Comp: \$601  
Health Insurance: \$7758  
Dental Insurance: \$1291  
Meetings and trainings: \$715  
Postage: \$200  
Telephone: \$300

The second order of Old Business was the roof. Ms. Baker mentioned having been in touch with Steven Artemis at town about the bid process and had received two recommendations for companies to provide estimates on the cost of the roof project. She had gotten an informal ballpark estimate from one estimating the cost at \$40,000. The Board was surprised at the low cost and directed Ms. Baker to pursue further estimates.

The third order of Old Business was the hiring of the new Assistant Director. Ms. Baker distributed copies of the resumes of the top candidates based on recent interviews. The trustees and administrators reviewed the applications, and the two with the strongest credentials were selected to be interviewed. Board members expressed interest in taking part in the next series of interviews. Ms. Baker was directed to set up interviews as soon as possible.

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The final order of Old Business was the Holiday Tea. Ms. Baker reported that the preparation for the event was well underway. The Trustees will be on hand to help with the preparations on December 12. Mrs. Breen recommended adding an announcement on the local television station.

### NEW BUSINESS

The only order of new business was a discussion performance of Ms. Baker for the past year. Challenges, successes and areas to focus on in the future were discussed at some length. Overall, the Trustees were satisfied with the efforts of Ms. Baker and in the direction the library has taken over the past year.

### DIRECTOR'S REPORT

Ms. Baker talked about the use of the new calendar and museum pass booking software that was being used to great success. She reported that the process was underway for the installment of the handicapped water fountain and that outlets had been added in the Historical room to increase the utility of that room. She also mentioned the great success of several programs in November, in particular the KLAS program on Tomb 10a. The Trustees mentioned the professionalism of presenter Denise Doxey, and that her talk was fascinating as always.

#### Statistical overview:

Total Circulation for November 2009: 21598

Adult: 14249 +14.71%

Children: 7349 + 11.3%

Computer bookings: Stand up: 716

Sit down: 1017

Word Processor: 30

Total: 1763

Patron count as of since last meeting: 16380 (606 per day)

Registrations: 85 new in November

Meeting Room bookings, November: 115 bookings, 22 Library, 1 Rec Dept.,  
92 external

### TRUSTEE MATTERS

There were no Trustee matters.

### DATE AND TIME OF NEXT MEETING

The next meeting was set for January 7, 2009 at 4:00 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:25 PM.