

**Library Trustees Meeting – Minutes
March 13, 2015**

Called to order 3:32 pm

Present: Dawn Hall, Dana Cassell, Tom McCorkhill, Marty Lomasney

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.76
Amazon (books) - \$127.67
Dawn Hall (reimbursement for Amazon Gift Card) - \$75.00
Deluxe Business Systems (banking supplies) - \$35.30
Demco (supplies) - \$65.20

Treasurer's Report: Opening balance on February 13 = \$3,322.16
Balance after March bills paid = \$2,912.26

February minutes read and approved.

Reviewed mail received since last meeting.

Letter from Libri confirming our grant receipt.

2015 wall calendar featuring historic railroad photos donated by Tim Gooding of Twin Mountain; our library station is the December photo.

Library circulation totals for August 2015:

Total books - 44
DVDs - 6
Reference - 1
Computer users - 21
Total patrons - 55
Visitors - 14
New cards issued - 2
Cash receipts - \$14.65

Old Business:

The Libri Grant books arrived on February 27. Within 8 weeks, we will need to publicize and promote them. Potential "event" date is Saturday, April 11, from 11 am to 1 pm

Terms of Employment agreement - finalized and Tom has signed.

Non-resident fees - Bloomfield approved our \$200 request for all Bloomfield residents to use the Stratford Library this year at no individual cost. If they do not send it, we will invoice. Tom will send a thank-you note to Bloomfield. Tom will now post the non-resident fee policy in the Library.

Treasurer duties / Collection development / Third Trustee - Dana will continue handling treasurer duties for the time being. Tom has taken over the ordering of books. Discussed potential trustees; Dawn will talk to those suggested.

Overdue Policy - Reviewed and accepted. Dawn will send file to Dana and Tom for posting on library website and sharing with patrons.

KBA Grant - Tom is evaluating possible presentations. Our cost is \$50. Tom will verify whether any auto mileage might be added to that.

New Business:

Annual Report - Completed and submitted to State Library.

Bank signature changes and new checkbooks - tabled until a new Trustee comes on board.

Databases - new interface setup - Dawn will send Tom info he needs.

NHLTA Conference, May 18. Dawn will attend, Library will pay the \$65 registration fee.

New Schedule - Marty's last regularly scheduled day will be March 16, after which he will become the Substitute Librarian. The new hours, effective March 23, will be more consistent for easier remembering by patrons; plus, will give Tom longer time periods, which should help him accomplish more on various projects. The library will be open the same 18 hours each week. The new hours:

Mondays 9:00 am - 2:00 pm

Thursdays 9:00 am - 5:00 pm

Fridays 9:00 am - 2:00 pm

Conscience jar - We have a "candy tin" to use for collecting donations for returned overdue books, as we have discontinued set daily overdue fines.

Policy work to finish - Dawn will collect whatever we have for a New Patron Application and Computer Policy so we can review them as to possible revisions.

Self-evaluations - Tom will be ready for his sixth month evaluation in April, so we gave the form to him to complete by next meeting.

Budget tweaking - With Tom having more hours, the budget will be slightly different, but the change will have no real impact.

Holiday schedule - Discussed adding this as a regular agenda item so we can note any upcoming holidays for potential closings. None will occur this coming month.

Next meeting: April 10, 2015

Meeting adjourned 4:56 pm.

Respectfully submitted,

Dana K. Cassell