

**Library Trustees Meeting – Minutes
April 10, 2015**

Called to order 3:27 pm

Present: Dawn Hall, Dana Cassell, Tom McCorkhill

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.76

Amazon (books) - \$57.73

Postmaster (stamps to replace those stolen) - \$49.00

NHLTA (Dawn Hall registration, Spring Conference) - \$ 65.00

Treasurer's Report: Opening balance on March 13 = \$2, 912.26

Balance after April bills paid = \$2,633.80.

March minutes read and approved.

Reviewed mail received since last meeting.

Library circulation totals for March 2015:

Total books - 37

DVDs - 0

Reference - 0

Computer users - 29

Total patrons - 52

Visitors - 5

New cards issued - 0

Cash receipts - \$8.25

Calendar: No holiday closings this coming month

Old Business:

Discussed final preparations for tomorrow's Open House and subsequent report to meet Libri Grant requirements.

Discussed newly imposed non-resident fees and new hours. Bloomfield will pay their Town Fee to cover all their residents in November. No problems or complaints re new hours.

Third Trustee search ongoing. One person declined. Dawn has several others to ask.

KBA Grant approved for \$195, which will cover all but \$50 for the August 7 (5:30 pm) appearance by Simon Brooks the Storyteller.

EBSCO databases and new interface setup – Dawn will email Tom the info he needs.

Trustee Conference – Dawn is all set to attend.

New Business:

Break-in – Tom discovered it upon his arrival on Thursday, April 2. A few dollars from the Past-Due Books Donation Jar were missing, along with a roll of postage stamps, and several other items. Motion sensor light had been turned off. Tom reported it to Wayne Hall and has filled out an incident report. Wayne noted that the doors are generally not very secure. Tom will talk to Chester to see if he can improve the security on the doors.

Tom has signed the required Lunch Break Waiver that will allow him to eat his lunch while on duty and

work through full days.

Discussed the approx. 40 boxes of books in the basement plus those upstairs and ways to pass them along.

Discussed updating of Use of Library Policy and Library Patron Application form. Dawn will edit the few changes needed and bring them to next meeting for final look and adoption.

Access to older files in computer – Files are still not accessible because Tracy's folders are password-protected. Dawn will contact Tracy to obtain her password so we can access those files.

Special Meeting – Dawn and Dana will meet in closed session on Tuesday morning, April 21, at 9:00, to discuss Tom's self-evaluation, which he turned in today; plus any budgetary rearranging needed due to Tom's additional hours to replace Marty's previously scheduled hours.

Next regular meeting date – May 8, 2015

Meeting adjourned 4:44 pm.

Respectfully submitted,

Dana K. Cassell