

**Library Trustees Meeting – Minutes
June 12, 2015**

Called to order 3:33 pm

Present: Dawn Hall, Dana Cassell, Robin Scott

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.90
Amazon (books) - \$64.86
Baker & Taylor (books) - \$190.50
Demco (supplies) - \$54.45

Treasurer's Report:

Opening balance on May 8 = \$2,311.73
Income \$0.02 interest
Balance after June bills paid = \$1,895.04
Deposited after bank statement = \$195.00 (State of NH for Kids Books & Arts); not in current totals

May minutes read and approved.

Library circulation totals for May 2015:

Total books - 51
DVDs - 0
Reference - 0
Computer users - 19
Total patrons - 60
Visitors - 29
New cards issued - 1
Cash receipts - \$9.20

Will ask Tom to include monthly circulation totals for prior year so we can compare the two

Calendar: Friday hours change to 2:00 to 7:00 pm from June 26 through Sept. 11 during Fantastic Fridays

Old Business:

EBSCO databases and new interface setup – will transition over the summer; to be completed by fall

Trustee Conference – Dawn attended on May 18. Discussed right-to-know law: because we have three Trustees, any 2 of us discussing library business in person, via email, etc would constitute a quorum and thus a “meeting.” Therefore, records of what is discussed needs to be filed in our Minutes notebook and available to the public. Dawn will share more of what she learned at the next meeting.

Bank forms for signature changes – Bank person referred to a letter, so we need to find a copy of what we have done to change signatures before, in order to add Robin to the accounts.

Tom will send quarterly news column to newspaper this month. We had nothing to add.

Flowers have been planted in porch boxes. Suzanne would like Tom to water them on days library is open.

Books from Blue Bookshelf are in Riverside Market; bookshelf itself and some of the books remain in meeting room.

New Business:

Donations – We received 5 boxes of western paperbacks from libraries around the state; our patron who is

an avid western reader seems quite happy. Libbie Cass Library in Springfield sent 45 DVDs for our new collection. Tom suggested sending them a donation so we can receive their regular donation list. We agreed to send \$25.

Tom submitted a report – In addition to the DVD and western donations, he has been processing new book arrivals, as some older books that had not been completed. Door screens are in for the summer and Chester replaced a light bulb in the main room. It works well for Tom to drop off trash/recycling on his way out of town on Monday afternoons. He attended a Fantastic Friday meeting on June 4. Ramblin' Richard will not appear as scheduled, but the Fantastic Friday people ave already filled his spot.

Fantastic Fridays suggestion – Dawn suggested that we set out on the porch for sale any extra supplies or furniture we've been trying to dispose of, with either low price tags or "donation" tags.

Revised Computer Policies – Approved the revised version. Dawn will send file to Tom for printing out for posting and including in policies manual; plus to Dana for posting PDF on Library website.

Website stats – Dana will explore our website visitor stats.

Policy revisions to do – Next up are policies for unattended children and collection development. Will look at other libraries' policies for unattended children.

Next regular meeting date: July 10, 2015.

Meeting adjourned 4:19 pm.

Respectfully submitted,

Dana K. Cassell