

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

Called to order 2:39 pm

Present: Dawn Hall, Dana Cassell, Robin Scott, Tom McCorkhill

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.91
Baker & Taylor (books) - \$261.31
Libbie Cass Memorial Library (donation for DVDs) - \$25

Treasurer's Report:

Opening balance on June 12 = \$1,895.04
Income/Deposits:
 State of NH grant, Kids Books & Arts \$195.00
 Interest \$0.02
Balance after July bills paid = \$1,721.84 (does not include Libbie Cass payment)
Petty Cash to deposit = \$71.50
Savings Account balance as of June 30, 2015 = \$2,335.93

Discussed various accounts, signatures needed, check ordering. Dana will contact Wells Fargo re changing signatures plus inviting an account rep to a future Board meeting to bring everyone up to date on the account. Dawn will order checks when she takes petty cash deposit to bank.

June minutes read and approved.

Reviewed mail received since last meeting.

Library circulation totals for June 2015:

Total books - 64
DVDs - 5
Reference - 1
Computer users - 27
Total patron visits - 76
Visitors - 45
New cards issued - 0
Cash receipts - \$14.75

Compared those totals to June 2014:

Total books - 152
DVDs - 0
Reference - 38
Computer users - 79
Total patron visits - 99
Visitors - 47
New cards issued - 3

Discussed possible reasons for drop in many categories in all months from January-June 2014 to January-June 2015. These include different ways of "counting" now in place, plus loss of a number of steady patrons over past year.

NH Downloadable Books Usage by our patrons: 64 titles between June 30, 2014 and July 1, 2015, at a cost of \$6.25 per circulation. Robin offered to do a how-to session for patrons to show them how to download and use the downloadable e-books and audio books on their devices and computers. Tom will talk to patrons to determine interest and best time.

Calendar: Marty will cover for Tom on Friday, July 17.

Old Business:

EBSCO database and new interface setup – Robin will work on this over the summer

Trustee Conference - Dawn shared specifics on how we need to handle emails among trustees. As any two trustees constitute a quorum, we need to avoid any ongoing discussion via email. Should this be unavoidable, a printout of the emails needs to be filed in the office along with meeting minutes to satisfy the public right to know laws. We can send other trustees information they need in order to prepare for a meeting or perform duties, as long as it is for information only, with no reply or discussion.

Bank Forms – Letter to request signature changes is in progress. Dawn will request copy of Robin's oath of office from Town Office, then will give that and the letter to the bank requesting addition of Robin to bank accounts.

Quarterly newspaper column – appeared in this week's Sentinel. Tom will add Chronicle to receive future columns.

Items to sell during Fantastic Fridays – sold \$10 worth of books on July 3.

New Business:

Door was ajar on Friday, July 3, when Tom arrived. He could not find anyone who had been inside since he closed up the previous afternoon. Nothing appeared to be missing or moved. It could have been not pulled close tightly, but Tom has been checking that since the break-in.

Weeding progress/cataloging – Tom has completed general weeding and backlog cataloging. Discussed next step of getting collection into a database so we can participate in InterLibrary Loan. NHU-PAC will be our catalog, which will also make us part of ILL. Tom will contact them for the next step.

Policies - revisions and development – The revised Circulation and Computer Use policies are now filed in the library and posted to the website. Next to develop will be a policy for unattended children. We will gather examples for the next meeting. Following that, we will work on developing collection policies.

Next regular meeting date: August 14, 2015

Meeting adjourned 3:58 pm

Respectfully submitted,

Dana K. Cassell