

**Library Trustees Meeting – Minutes  
August 14, 2015**

Called to order 3:31 pm

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

**Bills presented and paid:**

FairPoint Communications - phone and Internet -	\$107.13
Amazon - books	106.57
Baker & Taylor - books	212.26
Demco - supplies	104.63
Simon Brooks - Fantastic Friday appearance fee	225.00
Emma Dean - Fantastic Friday appearance fee	50.00
Dunbarton Public Library - DVDs	20.00
Tom McCorkhill - cleaning supplies reimbursement	3.97

**Treasurer's Report:**

Opening balance on July 10 – \$1,721.84  
Deposits – Petty Cash – \$71.50  
July Interest – \$ .02  
Balance on August 14 after August bills paid = \$ 938.80  
Check to deposit – \$70.00 (Jefferson Public Library for Book Set)

**July minutes** read and approved.

**Reviewed mail** received since last meeting – We have a collection of resource materials re Northern Pass, including an historic impact report and DVDs

**Calendar:** Library will be closed on Labor Day, Monday, September 7.  
Marty will cover for Tom on August 20 and 21.

**Library circulation totals for July 2015:**

Total books - 84  
DVDs - 3  
Computer users - 20  
Total patron visits - 97  
Visitors - 232 (high number due to Fantastic Friday open hours)  
New cards issued - 5  
Cash receipts - \$21.96

**Old Business:**

EBSCO database setup – Proceeding; Robin sees no problem completing by target date of Dec. 31

Bank signature updates – signed form/letter; bank needs to see passbook, which Dawn will take to them

Wells Fargo account – St. Johnsbury office no longer services this area so account will remain online with St. Louis. Dana is set up for online access. Dawn and Robin will complete forms for submitting via mail or fax to Wells Fargo at next meeting, after Dana emails PDF forms to them. Robin will explore other company possibilities in order to have a local representative.

Website stats – Dana has installed Google analytics on website. First 8 days showed 31 visitors with 26 of them unique users; 59 page views (1.9 per visit), and an average visit session of 52 seconds. From here on, Dana will provide monthly stats.

NHU-PAC agreement/cataloging update – Tom reported that we are all signed up with Interlibrary Loan and approved to be a Van Stop. Cataloging will be an ongoing process.

Unattended children policy – tabled until next meeting

Collection development policies – tabled until next meeting.

**New Business:**

Town Auditor needs bank books at the Town Hall for August 19. Dana will take them over.

Budget status – Dana will put the numbers together to see where our expenditures stand relative to 2015 budgeted amounts.

Next regular meeting date: September 11, 2015 at 3:30 pm

Meeting adjourned 4:13 pm.

Respectfully submitted,

Dana K. Cassell