

**Library Trustees Meeting – Minutes  
September 11, 2015**

Called to order 3:35 pm

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

**Bills presented and paid:**

FairPoint Communications - phone and Internet -	\$107.49
Amazon - books	37.63
Baker & Taylor - books	103.43
Tom McCorkhill – reimbursement / duplicate keys	4.00
Twin Mountain Public Library – DVD	4.04
Colebrook Public Library – COOP basket	10.00

**Treasurer’s Report:**

Opening Balance – August 14, 2015 = \$938.80

Deposits –

    Check from Jefferson Public Library - \$70.00

    Check from town for appropriated funds - \$4,800.68

    August Interest – \$ .01

Balance as of September 11, 2015 = \$5,542.90

**August minutes** read and approved.

**Reviewed mail** – nothing since last meeting (other than bills)

**Calendar:** Library will be open on Columbus Day, Monday, October 12th.  
Friday hours will change back to 9-2 beginning 9/18/15

**Library circulation totals for August 2015:**

Total books - 95

DVDs - 11

Computer users - 26

Total patron visits - 98

Visitors - 122

New cards issued - 0

**Old Business:**

EBSCO database setup – Proceeding; Robin has been in contact with the state library (Bobbi) and will have the conversion done prior to the deadline of December 31.

Bank signature updates – all three trustees are on the signature page for the bank accounts

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. August stats: showed 89 visitors with 26 of them unique users; 171 page views (1.9 pages per visit), and an average visit session of 56 seconds

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 – hold off discussion until after budget planning

Collection development policies – hold off discussion until after budget planning

**New Business:**

Book Drop-off advertised on the listserv – we agreed to make a bid on it for \$1,000 – Dawn will follow-up at the next meeting as to whether they accepted the bid.

4-H Community Calendar – Robin will call and have library added to list of businesses – also order a calendar for the library.

Tom will provide input for budget planning for 2016 at next meeting.

Discussed upcoming display/decoration ideas

Next regular meeting date: October 09, 2015 at 3:30 pm

Meeting adjourned 4:49 pm.

Respectfully submitted,

Robin Scott