

**Library Trustees Meeting – Minutes
November 13, 2015**

Called to order 3:32 pm

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

Bills presented and paid:

Baker & Taylor - books	259.99
Tom McCorkhill – reimbursement for supplies	13.97
NH Dictionary Project	28.60
TOTAL:	\$302.56

Treasurer’s Report:

Opening Balance – November 13, 2015 = \$3,568.80

Deposits –
October Interest – \$.05

Ending balance: \$3,871.31

Savings Account Balance as of September 30, 2015 = \$2,335.99

October minutes read and approved

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

Calendar: Library Closed November 26th & 27. Tom will post.

Library circulation totals for September 2015:

Total books - 89
DVDs - 8
Computer users - 14
Total patron visits - 66
Visitors - 20
New cards issued - 0

Old Business:

EBSCO database setup – Once Robin acquires administrative rights to edit the database...she will update it. She has been in contact with the NH State Library.

Bank signature updates – all three trustees are on the signature page for the savings and checking accounts.

Wells Fargo account – Dana will be contacting her contact at Wells Fargo to find out the information needed for Dawn and Robin to add their contact information and to acquire online access to the account.

Website stats – Dana has installed Google analytics on website. October stats: showed 60 visitors with 54 of them unique users; 110 page views (1.83 pages per visit), and an average visit session of 35 seconds

Budget planning for next year –finalized. Dawn will contact the town regarding the rest of this year's money and to find out the format of the budget submission (forms?). Budget line items increases in pay as well as an increase in DVD's and a continuation with Fantastic Friday programming.

Author event went well.

Book drop is being used. Tom is going to take a picture to advertise.

New Business:

Community calendar has been ordered to have in the library. We will be added to the business section on the following year's calendar. The cost is \$6.00 payable to the Lion Cubs 4-H

Policies that have been tabled for the past few meetings will be discussed at the December meeting.

NH State Library van deliveries have started. The van driver has a key and a drop off / pick up spot in the library.

The day before Halloween Tom went the SPS to read a book. He shared notes written by students thanking him.

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

Meeting adjourned 4:17 pm.

Respectfully submitted,

Robin Scott