

**Library Trustees Meeting – Minutes  
February 12, 2016**

Called to order 3:39 pm

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

**Bills presented and paid:**

FairPoint Communications (phone & Internet) - \$105.93  
Amazon (audio CD) - \$30.22  
Amazon (ink - supplies) - \$28.16  
Baker & Taylor (books) - \$169.87

**Treasurer's Report:**

Checking Account opening balance on January 8 = \$4,446.22  
Interest = \$ .04  
Balance after February bills paid = \$4,112.08

**Updated Report** for January 8 also presented:

**Bills paid 1/8:**

FairPoint Communications - \$104.45  
Amazon - books - \$35.30  
Park Street Foundation - NH Downloadable 2016 - \$490.00  
Lions Cubs 4H - community calendar - \$6.00

**Deposits December & January:**

Cash deposit from Library fines, copies, etc. - \$75.00  
Check deposit from Town of Bloomfield - \$200.00  
Check deposit from Town of Stratford against Appropriated Funds - \$1,798.92  
Check deposit from Twin Mountain Library - \$15.00  
December Interest - \$ .03

**Updated Balance** as of January 8, 2016 - \$4,446.22

Savings account balance as of December 31, 2015 = \$2,336.03

Wells Fargo Investment Account as of December 31, 2015 = \$16,800.18

**January minutes** not present so not read and approved.

**Reviewed mail** received since last meeting, which included a request for genealogical information.

**Library circulation totals for January 2016:**

Total books - 47  
DVDs - 6  
Computer users - 12  
Total patron visits - 51  
Visitors - 10  
New cards issued - 1  
Cash receipts - \$8.45

**Website stats for January 2016:**

Visits - 39  
Unique visitors - 37  
Page views - 86  
Pages per visit - 2.21

Average time per visit - 00:01:12

**Calendar:**

Library will be open on President's Day

**Old Business:**

Wells Fargo - Dawn's form was incomplete so she has resubmitted it.

Budget hearing - Dawn attended and reported that one question was asked by the public, which she answered.

Town Report - Letter was turned in by Tom; Financial Report was turned in by Dana.

Upcoming elections - Dana and Robin filed for re-election.

NH Downloadable Books promotional material - Tom has posters, etc to print out.

Phone lines - Discussed what Tom had learned from Town and FairPoint, as well as our needs. Since we have not been using the second line and we were bundled with Town plus contract renewed without our knowledge or approval, Tom will see if we can remove second line without paying the penalty.

Unattended Children Policy - discussed what to include from the area samples. Dawn will now put that together and email a draft for review so a final might be approved at next meeting.

**New Business:**

Auditor is coming the week of February 22 - Dana will take financial receipts and books to Town Office.

Bloomfield - Town donation requested for 2016.

Next regular meeting date: March 11, 2016, at 3:30 pm

Meeting adjourned 4:12 pm.

Respectfully submitted,

Dana K. Cassell