

**Library Trustees Meeting – Minutes
June 10, 2016**

Called to order 3:32 pm

Present: Dawn Hall, Dana Cassell, Tom McCorkhill

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.19
Amazon (DVDs) - \$49.47
Baker & Taylor (books) - \$83.71
Demco (supplies) - \$79.53
Tom McCorkhill (reimbursement for office supplies) - \$18.34

May minutes read and approved.

Treasurer's Report:

Opening balance on May 6 = \$3,379.19
Balance after June bills paid = \$3,042.01

Library circulation totals for May 2016:

Total books - 71
DVDs - 3
Reference - 0
Computer users - 22
Total patron visits - 60
Visitors - 20
New cards issued - 1
Cash receipts - \$10.70

Web Stats for May 2016:

Website visits – 87
Unique visitors – 84
Page views – 114
Pages per view – 1.31
Average time per visit – 00:00:13

Reviewed mail received since last meeting.

Calendar:

Library will be closed Monday, July 4.
Tom will take his vacation August 26–Sept. 5. Marty will cover every day, but will likely be able to be on duty only for 5 hours on Thursday, Sept. 1.

Old Business:

Dawn will attend Trustee Orientation in Hooksett on Saturday, June 18

Wells Fargo – Tom mailed Dawn's form, but representative reached by phone on June 9 said neither her form nor Robin's were in their database - yet Robin had earlier spoken to one of their reps, who did have her form. Dana will try one more time to reach someone who can help us. If no luck, we will consider other options.

FairPoint – Tom has not had any response to his emails re the extra phone line. Dawn will talk to Bona about how to get through, since our phone is now on the Town account.

Fantastic Fridays – Hampstead Stage Company & Emma Dean are scheduled to appear on July 8. Tom is

still waiting to hear from author Rosalie Rymarski or the Alumni Weekend people or the Historical Society on when she will be able to appear.

Building updates – Kids room door has been shaved. No word yet on the announced security system.

Clif Grant Rural Libraries – We did not receive it this year.

Announcement flier – Tom sent out summer events schedule flier to school and newspapers.

Extending hours to 21 next year– Tabled until a meeting when Robin is with us.

Disposal of books in fall – will discard those duplicate, out-of-date or damaged books remaining after unneeded books are offered for sale during Fantastic Fridays.

Collection development policy work, gift policy, mission statement – Reviewed draft brought by Dawn. Took copies to review for next meeting. Also need formal disaster plan.

New Business:

Printer problems – Tom will try to keep it working until current ink supplies are about gone, then we will buy a new laser printer. We do have money budgeted for it.

Summer hours – On Fantastic Friday days, Library will be open from 2:00 to 7:00, same as last year.

Signage and building name – Discussed how people and newspapers refer to events being held in the train station without mention of the Library, which could also be used as a reference point and thus help spread word of its existence. Also, because of the small signage, some people still don't realize the Library is there. Will need to find out if there are any restrictions on having more prominent signage.

Next regular meeting date: July 8, 2016, at 3:30 pm, which may be changed to July 7 or July 15 because (a) Tom will be busy with the presenters the afternoon of the 8th, and (b) Dana will not be able to attend on the 8th.

Meeting adjourned 4:42 pm.

Respectfully submitted,

Dana K. Cassell