

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

Called to order 3:29 pm

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

Bills presented and paid:

FairPoint Communications (phone & Internet) - \$106.29

Demco - DVDs - \$78.62

Amazon - DVDs - \$50.96

July minutes read and approved with one correction. A typo in the Old Business paragraph – should read all revenue not just town funds (was typed finds).

Treasurer's Report:

Opening balance on July 15 = \$2,783.45

Balance after August bills paid = \$2,547.61

Library circulation totals for June 2016:

Total books - 54

DVDs - 0

Reference - 1

Computer users - 29

Total patron visits - 126

Visitors - 243

New cards issued - 4

Cash receipts - \$94.89

Web Stats for July 2016:

Website visits – 58

Unique visitors – 53

Page views – 99

Pages per view – 1.71

Average time per visit – 00:00:33

Reviewed mail received since last meeting.

Calendar:

August vacation coverage dates/times, Friday 8/26, Monday 8/29, Friday 9/2, Labor Day closed – Marty will cover and Tom will post.

Old Business:

Minutes Posting – should the minutes be posted before or after they are approved? Robin will call the town to see if they have a preference.

Wells Fargo – Dawn spoke with Edward Jones in Lancaster. He is willing to come to a meeting and discuss options with us.

FairPoint – Dawn spoke with them but needed more information. She received it from Dana today and will try again.

Disaster Plan – Dawn is working on this and will report back at the next meeting.

Collection development policy work - statement of concern about library materials was added to the policy. Revised policy, reviewed and then accepted. Dana will add it to the library website.

Sign / Pavilion – Suzanne presented info to the selectmen – they want to check into it with regards to the historical aspect. There is also a pavilion that is possibly being built near library.

New Business:

Shelving – Tom moved paperbacks from shelves near door and incorporated them in with other similar titled books. Children’s room – need more shelving – so we can move children’s books out of front room.

Funds disbursement request – requested ½ now and also an appointment to set up dates of disbursement instead of having to ask each time. (Sample letter of agreement was reviewed).

Collection – Tom continues to enter collection into NUPAC as well as weeding it.

Next regular meeting date: September 9, 2016, at 3:30 pm.

Meeting adjourned 4:27 pm.

Respectfully submitted,

Robin Scott