

Olive G. Pettis Library, Goshen, NH
Minutes of Trustees Meeting
January 15, 2013

1. Roll call and approval of agenda

Present: Mary Wirkkala, Chairperson; Don Bailey, Vice-Chairperson; Steve Belden, Treasurer; Bea Jillette, Alternate Trustee; Lilyan Wright, Alternate Trustee; Bonnie Belden, Secretary; Cynthia Phillips, Librarian. Jonathan Purick was late. Bea was granted voting privileges until Jonathan's arrival.

The meeting was called to order at 6:35 p.m. by Mary Wirkkala. The agenda was accepted.

BUSINESS:

2. Review minutes of December 18, 2012: One change was made. Minutes were adopted.

3. Treasurer's report: Steve distributed a copy of the annual financial report which he submitted for the Town Report. The present balance is \$2862.79. Steve's projection is that we will be short by \$1486.21 for financial obligations (salaries, copier lease and Wildblue) for January through March of this year. It was decided that we ask Friends of the Library to support our 2012 programming in the amount of \$1495.64. Steve will write to Heather Peckham asking for this program support. Bonnie moved and Bea seconded that the amount of \$3638.60 be encumbered for the above-mentioned operating expenses until the first town allocation check in April, after Town Meeting. Bea seconded. The motion passed.

Budget for 2013: Bea reported that the budget committee did not request that any of the trustees attend the recent budget hearing on our proposed 2013 budget. It passed this first phase as presented. The next hurdle will be Town Meeting, where it could potentially be challenged.

4. Correspondence: No correspondence was reported.

8. Librarian's report (report requested out of order): Cyndi reported the following items.

- ❖ Three people stopped in to comment on their appreciation for the sign message that was posted following the Newtown, CT school shooting.
- ❖ Two children new to town have joined the homework help program.
- ❖ EssCor completed the computer work of installing a new router after the previous one was destroyed. The cause of the router being destroyed is unknown, but may be due to hacking or the town's internet access project. Now 5 desktop computers and 5 laptops can now all have internet access simultaneously.
- ❖ The teens are planning a mid-winter book sale. The tentative date is February 16 and it will most likely be held in the grange hall.
- ❖ The teens are also planning a book sale and flea market for Jun 29. They would like to hold this in conjunction with the firemen's chicken barbecue.
- ❖ The lock on the library door has been changed. New keys were given to trustees.
- ❖ A future program on stone walls is being considered, with Kevin Gardner as presenter. This may be held in September.

Jonathan arrived.

- ❖ Cyndi has set the date for summer Library Camp for August 5-9.
- ❖ Cyndi is collaborating with Goshen-Lempster school personnel to host a movie using our license at a school-wide Family Night.

5. Discuss sick leave issues:

- a. Email vote on library coverage for December 27 and 28: On December 21, due to the illness of the

librarian, Mary initiated an email vote on the two following motions:

- 1) Keep the library open on December 27th and 28th
- 2) If the previous motion passes, pay Cyndi her regular salary as well as pay for substitutes on these days

The motion passed 4-1, with one abstention. *Note: Paying for sick days beyond the agreed number of 10 per year is a departure from policy.*

- b. Review sick leave policy and open hours of library when covered by a Substitute: Present policy allows for accumulation of one sick day per month up to a total of 10 days per year. Additional leave may be negotiated, if needed. Following discussion, it was decided to keep the present sick leave policy of 10 days per year. It was further decided that when the librarian is sick on Tuesday through Thursday, a substitute will be employed. When she is sick on Friday or Saturday, the library will be closed. In the future any departures from policy will be noted.

6. Report on activities completed or in progress:

- b. Trustees' annual report submitted for Town Report: Mary submitted the trustees' annual report for inclusion in the Town Report. She had invited trustees to preview it and submitted it with consideration of comments.
- c. Humanities Program on Chinook Dogs with Bob Cottrell: This program will be held on Saturday, January 26 at 3:00. Both the sled and sled dog will be inside, and so it was decided that the program will be held in the town hall. Cyndi will arrange for booking the town hall. Trustees will set up on Friday afternoon at 3:00. Refreshments are as follows: drinks (Don), donut holes (Lilyan), cookies (Bea), fruit and cheese (Bonnie), sparkling cider (Cyndi). Cyndi will put the event in the Eagle-Times.
- d. Use of new Kindles: The kindles are beginning to be used. A teen is the first person to check one out to use.
- e. Other: A locking file box or drawer is needed for sealed and confidential records. Steve will check to see if one he has will work.

7. Discuss future activities:

- a. Preparation of calendar of activities for 2013: Bea distributed the chart that she had made of the proposed activities for the year. The chart will be very helpful for planning purposes. The date for the Rabies Clinic was set for March 23, with the alternate date as April 6. The annual Easter Egg Hunt will be on Saturday, March 30.
- b. Installation of new flag holder for "Open" sign: Don will install a new flag holder on the porch so that Cyndi does not have to have a path through the snow to put it on the detached sign during winter months..
- f. Consideration of USDA Community Facilities Grant application: It was decided that we will not pursue this grant at this time.

9. Operational Policies changes: Mary has drafted some possible changes to our Operational Policies. She consulted postings and mailings from NHLTA members for other library's policies. She has asked that we look over these suggested changes before our next meeting so that we can discuss them then.

11. Adjournment: The meeting adjourned at 9:00 p.m. The next meeting will be on February 19, 2013 at 6:30.

Respectfully submitted,

Bonnie Belden
Secretary