

**Olive G. Pettis Library, Goshen, NH**  
**Minutes of Trustees Meeting**  
**October 9, 2012**

**1. Roll call and approval of agenda**

Present: Mary Wirkkala, Chairperson; Steve Belden, Treasurer; Jonathan Purick, Trustee; Bea Jillette, Alternate Trustee; Bonnie Belden, Secretary; Don Bailey, Vice-Chairperson and Lilyan Wright, Alternate Trustee both came late.

Absent: Cynthia Phillips, Librarian (out on medical leave)

The meeting was called to order at 6:30 p.m. by Mary Wirkkala. The agenda was approved.

**BUSINESS:**

- 2. Review minutes of September 18 and October 3, 2012:** There were no changes. Minutes were adopted. Mary moved and Steve seconded to seal the minutes of the non-public session from the October 3 special meeting.
- 3. Treasurer's report:** Balance is \$7028.51. Subscriptions were recently renewed. Cyndi has mentioned that tech support will be needed for the new IT computer line. Additional sick time will be paid for Cyndi's recuperation from her kidney stone operation, as voted on October 3, because she has put in many additional hours above 23. The report was accepted.
- 4. Correspondence:** Bonnie reviewed previous trustee meeting minutes and found that Bea was nominated as a trustee in September, 2011 and Lilyan was nominated in October, 2011. A letter has been written to the selectmen asking them to re-nominate them for another year. A revised trustee contact list was distributed to trustees.
- 5. Update on terms of Alternate Trustees:** as above
- 6. Report on activities completed or in progress:**
  - a. Posting Trustee minutes on town website: Bonnie has begun sending past minutes to Karen Winterholer, after a brief delay when Karen's server had been struck by lightning. September, August and July of 2012 have been posted.
  - b. Fundraising letter: Bea will begin addressing envelopes soon. She'll ask for help if she feels she needs it.
- 7. Discuss future activities:**
  - a. Halloween event: Don has bought plastic pumpkin heads for the scarecrow heads. Steve will get hay from Beaver Pond. Refreshments will be munchkins (Lilyan) and apple cider (Bonnie). Don, Steve and Jonathan will make a prototype scarecrow in the next few days to see how the plastic heads work and to test using plastic bags for stuffing.  
*Don Bailey arrived.*
  - b. Other activities: Cyndi hasn't been able to schedule the Humanities Program because of her medical absence.

*Lilyan Wright arrived.*

**8. Discuss short-term and long-range plans for the library:**

- There is general agreement that library usage has been built significantly over the past few years through programs, updated materials, improved access to technology, and access to interlibrary loan.
- Fundraisers such as the Christmas bazaar, book and tag sales and past auctions have been effective.
- A long-range goal should be one that guides us for 3-5 years and that can be measured at the end of that time.
- Our long-range goal(s) might focus on increasing attendance at events and/or circulation. There was discussion about having statistics concerning library use as a baseline.
- Building needs were discussed. There are a variety of maintenance concerns to include insulation of attic and heating ducts, roof, repair or replacement of windows, ceiling lights and fans and roof over the handicap ramp. Additionally, the children's area is not adequate.
- A suggestion was made to schedule events for one year and to reassess each activity and consider whether we can improve on them.
- This could be set up in an ongoing chart. We found that there are presently 10 or more special events that are scheduled, including: 3 Humanities Council or other informative programs for adults, 2 fundraisers (summer book sale and Christmas cookie walk), Rabies Clinic, summer reading program, teen movie nights, teen socials and special events and holiday programs for children.
- The chart could be used as a planning guide for us and to solicit help from volunteers and/or Friends of the Library. Trustees will share heading up the events.
- Regenerating the Friends of the Library remains a priority.
- There was a suggestion to have just a cookie walk with the children's party. A tentative date of December 8 was set for the holiday get-together. Bea and Lilyan offered to head this up.
- A change in winter hours was recommended due to the librarian being alone after dark in the winter. This will be discussed further with the librarian before a decision is made.

**9. Other business:** none

Postponed to a future meeting:

- Disposition of OKI printer (Steve has a potential buyer.)
- Humanities program on Chinook dogs in January
- Discuss changes to Operational Policies
- Discuss emails from Cyndi:
  - Borrowing R-rated or unrated movies at Nashua Public Library
  - Open enrollment to join the NH Downloadable Books Consortium

**10. Adjournment:** The meeting adjourned at 9:00 p.m.

The next meeting will be on November 20 at 6:30. We'll hold the raffle drawing for the tickets returned from the fundraising later.

Another meeting will be scheduled with Cyndi for her yearly performance appraisal. Mary will check to see if Cyndi can do this on Nov. 7.

Respectfully submitted,

Bonnie Belden  
Secretary