

Olive G. Pettis Library, Goshen, NH
Minutes of Trustees Meeting
July 16, 2013
FINAL

1. Roll call and approval of agenda

Present: Don Bailey, Chairperson; Steve Belden, Treasurer; Tracey Bevilacqua, Trustee; Lilyan Wright, Alternate Trustee; Bea Jillette, Alternate Trustee; Cynthia Phillips, Librarian; Bonnie Belden, Secretary; Jonathan Purick, Vice-chairperson, was late.

BUSINESS:

- 2. Review minutes of June 18:** Minutes were adopted with one change to the wording about Lilyan's reporting on information from the Trustee Conference. The wording was changed to read "Lilyan will be reporting on what she learned at the conference that will have an impact on our procedures."
- 3. Treasurer's report:** The current balance is \$6194.58. A new vacuum cleaner has been purchased from donated funds in the miscellaneous account. The balance in the miscellaneous account is now \$4304.46. The treasurer's report was accepted.
- 4. Correspondence:** There was no correspondence to report.

Other Business:

- 5. Operational Policies:** The changes suggested and discussed on June 18, as well as other suggestions in wording made since our last meeting, were reviewed. Bonnie moved and Don seconded that the changes to the policies be adopted. The motion passed. Trustees will receive copies of the amended document through email with this month's minutes.
- 6. Schedule for cleaning library:** Because the volunteer who has previously cleaned the library is now not able to do this, the trustees have created a schedule for getting the job done. Don cleaned on last Saturday, July 13. Bonnie will do it the next time, on the weekend of July 28, and Tracy and Bonnie have offered to do August 10, after Library Camp. Lilyan offered to clean on the weekend of August 24, and Don on the weekend of Sept. 6.

Jonathan arrived.

- 7. Library Assistants Update:** New substitutes for the library are Trisha LaBossiere and Melinda Harrison. They will be able to help out during the summer and/or on Wednesdays. Also brought forward was a concern about a statute that requires that librarians NOT work alone, but that two people must always be in the library. The additional person does not need to be an employee, but may be a volunteer. A small library has recently been fined for failing to have two people on duty at a given time.

- 8. August Library Camp, August 5-9:** The schedule will be as follows.

Monday—Sandy Sonnichsen, program on sharks

Tuesday---Cyndi's program on Manners & Etiquette

Wednesday---Representative from the Extension Office, program on worm composting

Thursday---Archaeologist/geologist (tentative)

Friday---Derek Small (from Wild Encounters), program on burrowing creatures

Saturday---picnic for camp attendees, parents, and trustees

So far, there are 4-6 teen counselors and 2 junior counselors to help Cyndi. Thirteen students are registered to attend to date. Assistance for funding the program has been requested from several businesses. Books are being purchased to support the program topics.

All of the flyers for the reading raffle have all been taken from the displays, indicating good interest in it.

9. **July 6th Tag and Cookie Sale:** Don and Lilyan took in \$104.73 at the Tag Sale. The teens made approximately \$120 on books and \$30 on cookies.
10. **Labor Day Hours:** The library will be closed on Friday, August 30 through Monday, September 2 in observance of Labor Day.
11. **Furniture Replacement:** A new vacuum was purchased. Two floor lamps have been donated. We are still looking for an armchair and a bike rack.
12. **NH Library Trustees Conference:** Lilyan reported on a session that she attended at the NHLTA Conference in May. Because of potential challenges by the public to library practices, it is important that libraries have a set of procedures in place to handle a myriad of situations which may arise. This has alerted us to the importance of developing such a set of procedures.
13. **Stone Structures and Bronze Plaques update:** Don Bailey and Bob Dombroski lightly sanded the fronts of the letters on the bronze plaque. There have been many ideas and attempts to improve the appearance of the memorial. There is a crack into which water and snow is accumulating, so there is a danger of the memorials becoming compromised in the future.
14. **Adjournment:** The meeting adjourned at 8:24. The next meeting will be on August 20 at 6:30.

Respectfully submitted,

Bonnie Belden
Secretary