

Olive G. Pettis Library, Goshen, NH
Minutes of Trustees Meeting
July 17, 2012

1. Roll call and approval of agenda

All present: Mary Wirkkala, Chairperson; Don Bailey, Vice-Chairperson; Steve Belden, Treasurer; Jonathan Purick, Trustee; Bea Jillette, Alternate Trustee; Lilyan Wright, Alternate Trustee; Cynthia Phillips, Librarian; Bonnie Belden, Secretary

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

BUSINESS:

2. **Review minutes of June 19, 2012:** Several minor changes were made. Minutes were adopted.
3. **Treasurer's report:** Balance is \$5643.59. A scanner was purchased and has been received. A cashbox was purchased for the teens and a ledger was provided to keep track of expenditures. A quarterly IRS payment was made. The treasurer's report was accepted.
4. **Correspondence:** The teen group sent a thank-you to Rick Costello, who had donated \$200 to them. He confirmed that this is to be used as they see fit. Don reported that his grant proposal was not accepted by Claremont Savings Bank.
5. **Report on activities completed, in progress, scheduled, and to be scheduled:**
 - a. **Email vote on disposition of FOL CD account:** A vote was made by email between meetings to return to the intent of our original letter to Lake Sunapee Bank in December, which was never delivered. In that letter, we gave Heather Peckham, Treasurer of the Friends of the Library (FOL), permission to close out the CD and put the funds in the checking account of the Friends of the Library. This was different than we had discussed at our last meeting, which was to close out the CD and put the funds into our miscellaneous account. The vote passed in favor, 5-0 to stick with the original intent. The letter went out to Heather on July 7 to bring to the bank.
 - b. **Engraving memorial plaques:** Steve has ordered these from Harrington's because Sunrise in Silver has closed for business.
 - c. **Creation of sign with library hours:** There is no progress on this as yet.
 - d. **Maintenance of trustee's part of website:** Jonathan has begun some training with Cyndi on this and plans to continue.
 - e. **Disposition of Oki printer:** Steve checked it out and found that it is still working fine. Cyndi has lowered the price, and there are still no interested parties. It is now listed on Craig's List for \$250.
 - f. **Ordering a new scanner:** The scanner was ordered and has arrived.
 - g. **Options for replacing library computers:** We have decided to replace just the towers. Steve and Jonathan will check out WinCycle to see what they have.
 - h. **Other activities:**
 - Don checked and found that a previous estimate for cleaning the bronze plaques on the war memorial had been \$3000-\$4000. Since this amount is beyond our budget, the idea has been tabled for now, while more information is being sought.
 - Don has met with Kevin Bevilacqua to determine potential locations for the Library signs. Dig-safe will be consulted to ensure that the locations are safe.
 - Lilyan would like to buy Legos for the summer program and to also be used by children during the after school program. This was approved by vote of 5-0. Lilyan

will attempt to solicit a donation to help cover the cost of these. Steve will research the cost of purchasing Legos in bulk online.

6. Plan for acting on action items from NHLTA conference in May:

- a. **Fund raising:** Don would like to continue to work on this by focusing on foundations. When approaching potential donors, two people will go together.
- b. **Resuscitation of FOL:** Don presented the idea of posting a notice on the sign to join the FOL and be eligible for a prize. Bea suggested that we should be clear about our own goals and direction before recruiting friends. Another idea was to create a calendar of events that could be provided for Friends to volunteer to help with the events that are already done.
- c. **Marketing the library/ advocacy for the library:** There was discussion about doing a mailing requesting an “annual” donation, since some people expect to receive one. Bea will begin work on this. The focus will be on people who use the library and its programs. (Cyndi added to this topic in the Librarian’s report, under “promoting the library.”)
- d. **Policy on selection of materials:** This is an ongoing need and continuation of a priority from last year’s conference.
- e. **Long term and strategic planning:** Our survey did not provide the number of responses for which we had hoped. It was suggested to review our public input from three years ago and to integrate that with what we now know as a starting point for creating a long-term plan. Bonnie will review the information collected three years ago and report back at the next meeting. The mission statement will also be reviewed.
- f. **Facebook:** This is not a priority at this time.

7. Librarian’s report:

- a. Jonathan is training to help with the website.
- b. Teens have thanked Rick Costello for the donation of \$200. He confirmed that they should use the money as they see fit.
- c. “Books and Bargains” was held in conjunction with the Fireman’s Barbecue. The Teen Council’s profit was \$193.
- d. The monthly LUV Coop meeting was held at the Goshen library. Fourteen members attended. Cyndi gave a presentation on the different conferences for librarians, with emphasis on the Association for Small and Rural Libraries.
- e. Summer programs are confirmed as follows:
 - Summer Library fliers were delivered to campgrounds, the post office, corner store, Shaw’s and several non-Goshen families. Eighteen children have registered so far. Fliers with details are available at the library.
 - Two pre-school story times have been held. Attendance has been good.
 - The “Night Creatures” event, put on by Squam Lakes Science Center, will be held this Friday. There will be an ice cream social before the event. The cost will be \$1.00 for 2 scoops.
 - The “Stars in Our Eyes” program, put on by staff from the Christa McAuliffe Planetarium, will be held on Friday, August 17. It will be preceded by a burger/veggie burger BBQ fundraiser sponsored by the Teen Council.
 - Mike Pride will speak on New Hampshire’s role during the Civil War on Thursday, Aug. 23.
 - The teens are holding a “Hunger Games” movie night on Aug. 25.

- f. Promoting the library:
 - Cyndi would like to design our own button to promote the library.
 - Could we do a community calendar...?
- g. Outstanding volunteers: We are fortunate to have some outstanding volunteers in the library---Elaine Bevilacqua, Trisha LaBossiere, and John Brow. We'd like to find a way to recognize all of them.
- h. Substitutes are progressing with their training. Many small libraries have an assistant librarian. Should we consider asking for an assistant for next year? Discussion focused around safety factors with the librarian being alone at night and about the large load of responsibilities that fall on a single librarian. Still, we are sensitive to the limits of the town budget. This will require more discussion.
- i. ARSL conference dates are Wednesday, September 26 through Saturday, September 29, 2012.
- j. Book donations have been received from John Scranton, Deborah Scranton and Bonnie Belden.

8. Discuss changes to Operational Policies: Trustees should look over the topics that will be considered so that we can address these next time.

9. Adjournment: The meeting adjourned at 8:45 p.m. The next meeting will be on Tuesday, August 21.

Respectfully submitted,

Bonnie Belden
Secretary