

Olive G. Pettis Library  
DRAFT Minutes of December 18, 2018

**Role call and approval of agenda:**

Present: Trisha Labossiere, Treasurer; Cynthia Phillips, Librarian; Janelle Dawson, Trustee; Joan Hoffman, Alternate Trustee; Bonnie Belden, Chairperson  
Absent: Dorothy DeLucia; Susan Carpenter, Secretary

The meeting was called to order at 6:02. Joan Hoffman was granted voting privileges. Bonnie Belden recorded minutes. Added to the agenda, under New Business was the topic of the Newport calendar.

Minutes of November 20: Minutes were reviewed. Trisha moved and Janelle seconded acceptance of the minutes. Motion passed.

Correspondence: A thank you note was sent to Peter Brigham for the complimentary subscription to "Countryside and Small Stock Journal." Also, a letter of thanks was sent to Ron Kempton for the items that he donated to be sold at the Library Christmas to benefit the library. A letter will also be sent to Letty Lafountain to thank her for the \$100 donation in memory of Edna Scranton Burroughs.

**Reports:**

Treasurer's report: Trisha presented the treasurer's report. The balance is now \$11,033.85. The last check from the town has been received and must now last us until after the March Town Meeting. We will make the encumbrance of funds at our January meeting, once the precise amount is known. Joan moved and Janelle seconded acceptance of the treasurer's report. Motion passed.

Librarian's report: Cyndi reported on progress in hiring a library clerk, so that she can reduce her hours for retirement. Trustees reviewed the resumes of the 6 applicants. The librarian has had meetings with two of the applicants, with more scheduled for this week. The intent is that there will be focused training in January, with the person hired to have independent hours in February. The holiday schedule was discussed. It was decided to close only on Christmas Eve, Christmas, New Year's Eve, and New Year's Day, since students will be on school vacation.

New library hours: Trustees approved new library hours. Joan moved and Janelle seconded and the motion was passed. The hours will begin on January 1.

**Tuesday and Wednesday: 9-1, 2-5**

**Thursday: 2-6**

**Friday: 2-7**

**1<sup>st</sup> and 3<sup>rd</sup> Saturdays: 10-1**

SAU report: Bonnie has received information from the curriculum coordinator in Newport regarding the curriculum expectations for our grades 5-8 students. This is so that we can provide library materials in support of our students at this

level. There has, at this point, been no response to our request to the superintendent regarding the use of a school bus for a field trip to the McAuliffe-Shepard Space Center during the summer reading camp.

**Action Items/Unfinished Business:**

Library Christmas: This was a joint function between the library trustees and the Friends of the Library. The Friends of the Library made \$162.50 for the rental of vendor booths, snowman sales, and at the cookie decorating table. The trustees made \$232 from the cookie walk, cookbook, and the librarian's "flea market" donation table.

Ornament making with guest Joan Wamsley: Eight people attended the event and made a nice variety of ornaments with Joan. This was an event for which an admission was charged to cover the presenter's cost of materials. Pictures of the creations were posted on the library website.

Results of program survey on Dec. 1: Bonnie showed the results of the "cotton ball in a jar" survey that was taken at the Library Christmas on December 1. The intent was to get public input about future programs. The results were regarded with some skepticism due to the children voting, but still had some value. It was decided that we can solicit this type of input for future programming at other public program that we hold in the future!

Sign/permitting: Bonnie showed the mock-up of the renovated sign that Ray St. Sauveur from Unique Signs did for us. We liked his diagram of what the sign would look like with some green accents and the requests that we had made. The reconstruction would have some pvc and aluminum protection from the weather and maintain the character of the present sign. Alicea Bursea and Jack Warburton have been contacted about relocating the sign to a location because the neighbor's trees are large now and obstruct the present view. Bonnie will go to the planning board on January 9 to show the plan for the relocation of the sign.

**New Business:**

Newport Calendar: Janelle suggested that, because many area towns have put their events on the "Newport Area Town Planner," that we try to firm up our dates for future events and find out who is the contact person and when the calendar goes to print, so that we can get on it for next year! Among the trustees, it was known that the contact person was Alton Golden, Town Planner. He'll be contacted to find out when the calendar goes to print.

**Adjournment was at 7:21**

Next meeting—January 15 @ 6:00-8:00

Respectfully submitted,  
Bonnie Belden, Chairperson