

Olive G. Pettis Library, Goshen, NH
Minutes of Trustees Meeting
May 1, 2012
FINAL

1. Roll call and approval of agenda

Present: Mary Wirkkala, Chairperson; Steve Belden, Treasurer; Bea Jillette, Alternate Trustee; Lilyan Wright, Alternate Trustee; Jonathan Purick, Trustee (arrived late); Cynthia Phillips, Librarian; Bonnie Belden, Secretary

Absent: Don Bailey, Vice-Chairperson

The meeting was called to order at 6:28 p.m. by Mary Wirkkala.

BUSINESS:

2. Review minutes of April 3, 2012: Several minor corrections or clarifications were made. Minutes were adopted.

3. Treasurer's report: The current balance is \$6552.77. A number of obligations have been paid, including payroll and the registrations for the conference. The donation to Goshen Fire Services for their help during the Rabies Clinic will be paid from the "Miscellaneous Funds," which is where the money from the Rabies Clinic fundraiser was deposited.

Jonathan arrived.

4. Report on correspondence: Adele Knight (President of NHLTA) says that the NHLTA manuals have been sent to us over a week ago by van. Bonnie called and they are not in Newport. We wonder if they have been given to another library. Cyndi will check with the van driver and see if the manuals can be delivered directly to us.

A thank you was sent to Mr. Walter Neissen for his donation of engineering textbooks that he wrote..

5. Report on activities completed, in progress, scheduled, and to be scheduled:

- a. **Easter party April 7:** There were over 30 children and many parents. Children gathered many eggs from the area around the library and the hill behind the town hall. Prizes were awarded for different age groups. Games were played and fun was had by all. A change will be made in the serving of refreshments for future programs, as they had all been consumed before the end of the program.
- b. **Further response to survey flyers:** The flyers have not yet been distributed and so there has been no further feedback as yet. They will be sent home with G/L students next week (5/8/12) and placed in the store, post office and town hall if parties in these locations are willing.
- c. **Engraving memorial plaques:** Steve will do this on his next trip to Claremont.
- d. **Summer Reading program:** The week-long program will be held from Monday, July 30-Friday, August 3. It will be 8:30-5:30 daily, although children need not attend all of the hours every day. Parents will be asked to pay a fee for children attending. The theme is *Dream Big*. Cyndi has lined up daily presenters for the 5 days (Sandy Sonnichsen, 2 nurses, Joan Hoffman, Meredith Lunn, and a policeman and rescue worker). Each will do a

presentation, which will be accompanied by readings and a craft. Lilyan was asked to do physical activities in the afternoons when she is available. Bonnie offered that the children could swim at her home on Rand Pond. Cyndi is working with Colby-Sawyer and is hopeful that interns will be available to help out. It was suggested that the fee for the week be \$20 for the first child with a \$30 maximum fee per family. Scholarships will also be available. Steve moved acceptance of the fee. Jonathan seconded. The motion passed.

There will also be a teen component to the summer program. The theme is *Own the Night*. The teen program will culminate in a presentation by local resident and Peabody Award winner Deborah Scranton on Saturday August 4th on the topic of video making. There may be a program of stargazing with telescopes through the MacAuliffe/Shepard Planetarium.

- e. **NHLTA conference**: Registration has been paid for 6 people. We'll travel together in two vehicles and meet at the library at 6:45. Cyndi will try to reschedule hosting the L.U.V. librarians group so that she can attend.
- f. **Future Humanities Council programs**: Deborah Scranton, recipient of the Peabody Award, will present all or part of her film and host a discussion in August. Bea reported that the Lempster Historical Society is eager to work with us to coordinate our programs so that programs from both towns are well attended. We'd like to capitalize on local talent and have author Mike Pride present in June if this is at all possible. We are thinking of having a Humanities Council program in September and generated some possibilities for this, which will be compiled by Cyndi for a final vote.
- g. **Progress on any other Library Activity Area**:
 - Lilyan has been unable to check with Cindy Rouillard on the flood insurance.
 - Steve will get a weather radio.
 - Don is concerned about nails coming out of front porch and wants to know about whether we can work on the exterior of the building, due to liability. He is inquiring about this.
 - Kevin Bevilaqua will soon be putting up our international blue library signs
 - Steve checked w/ Cindy Rouillard and found out that we do not have a fax line, but we do have the capability for one.
 - Jonathan will work with Cyndi on the website.
 - Bea's sign has been assembled by Cyndi.
 - Awards—We considered whether there is someone deserving of this award and decided that we'd like to nominate Cyndi as director of the year. The deadline is July 31. Input on this should be given (in hard copy, not email) to Lilyan, who will compose this letter.
 - Sale of the Oki printer---It has not yet been listed on Craig's List or NHAIS. Cyndi will list on NHAIS. After this, Steve will list on Craig's List.

6. Librarian's report:

- a. **Library World service charges**: Present clients can renew our 2012 subscription at last year's price. The price will go up to \$425 in January of 2013. The trustees acknowledge that rising costs are part of technology use and do not feel that this is not unreasonable.
- b. **Showing movies**: Steve contacted Michael York and received a copy of the movie license. We can now show movies. It is recommended that the teens first begin to select movies. The entire list of available movies for viewing is available at movielicensing.com.
- c. Cyndi has received a **free receipt printer** from another library that can be used to print "date due" receipts for patrons. She'll test this out and see if it works for us.
- d. The teen council is planning a **book sale** that will be held on June 2 from 9:00 until 2:00. Hopefully, they'll be able to use the grange. Flea market items are also being sought.

- e. Fifty dollars in **donations** was received from adults at the Easter party.
- f. Jonathan Purick, trustee, has donated a **phone for the library**.
- g. We are having **problems with 2 of the computers**. These computers were donated from Scarlett's Pharmacy about 5 years ago, so are very dated. Jonathan will check with Win Cycle on the availability of rebuilt computers and help Cyndi with the research on replacing our computers.
- h. **Grade 4 students from G/L will be coming to the library** on May 22 at noon for a 45- minute visit with a focus on three of the town's historic buildings.
- i. **G/L School will be having a book sale on May 23**. Cyndi invites us to take a look and leave a list of desired books with the host.
- j. Cyndi requests that, due to school board meetings, that we not meet on the first Tuesday of the month. Because of conflicting commitments of other trustees, no decision was made at this time about **changing the meeting date**.

7. Changes to policy documents:

a. **Review suggested changes to Personnel Policies:** Mary has revised the document to include any and all future employees of the library. This would include the librarian, substitutes, and any future part time assistants. A grievance procedure has also been added, as recommended by NHLTA. Several additional suggestions in language changes were suggested. This document remains in the process of revision.

b. **Review additional changes to Librarian Job Description:** Don has requested that a change be made in the wording under the *Education and Experience* section. This will be discussed next time, when Don is with us.

c. **Discuss changes to Operational Policies:** There are several areas that will be discussed at the next meeting. These were listed in Mary's 2/7/12 document and include: disposing of library materials, computer and internet use, use of the library by other groups, animals in the library and reference services.

8. Other business: none

9. **Adjournment:** The meeting adjourned at 9:45 p.m. The next meeting will be on Tuesday, June 5, at 6:30.

Respectfully submitted,

Bonnie Belden
Secretary