

**Olive G. Pettis Library, Goshen, NH**  
**Minutes of Trustees Meeting**  
**June 19, 2012**  
**FINAL**

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

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

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

**BUSINESS:**

**2. Review minutes of June 5, 2012:** Minutes were adopted.

**3. Treasurer's report:** Balance is \$5992.95. There were no changes since the last report. The report was accepted.

Two checks, for \$200 and \$15, have been donated to be used by the Teen Council. Steve will cash these checks and the money will be kept in a strong box for them. Cyndi will keep a register of how the money is spent.

**4. Report on correspondence:** There has been none in the last two weeks. Bonnie will re-send the letter to Heather Peckham giving her permission to close out the Friends' of the Library CD and we will put the money in our miscellaneous funds account.

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

- a. **Engraving memorial plaques:** Steve has the phone number for Sunrise Graphics and will contact them about their hours.
- b. **Summer Reading programs:** Cyndi has planned activities for all age groups.
  1. Children, aged infant to 3 years: There will be "Wee Read" story-times on Saturdays from 10:30-11:00 from June 30 through August 18 (no session on July 28).
  2. Children, ages 3 to 6: There will be "Read-to-Me" story-times on Saturdays from 11:15-11:45 during the same weeks as mentioned above for "Wee Read."
  3. Children ages 6 and up: There will be a week-long *GO.S.H.EN. Library Camp* that will run the week of July 30-August 3 from 8:30-5:30 daily. Activities for children will include "Fresh water friends," "Dogs Dig Books," "Mini Horse Rescue," and "Woodworking for Kids." There will be crafts and activities to go with the daily themes and a daily snack. A schedule of fees has been established for attendance at the camp.
  4. Teens: Teens will have two events, each to be preceded by a fundraiser. The first is "Night Creatures," presented by educators from the Squam Lakes Natural Science Center on Friday, July 20. This will be preceded by an ice cream social. The second, "Stars in Our Eyes," will be presented on Friday, August 17 by an educator from the McAuliffe-Shepard Discovery Center. This will be preceded by a burger (meat or veggie) grill fundraiser.
  5. Young Adults: There will be a presentation by Deborah Scranton on Friday, August 3 entitled "Earth Made of Glass." She will discuss what brought her to film making and to the documentary style before showing her film.
  6. Adults: Three activities have been scheduled for adults:
    - Deborah Scranton will present to adults on Saturday, August 4 at 6:30

- Mike Pride will present on “*New Hampshire and the Civil War*” on Thursday, August 23 at 6:30. This will focus on his book-in-progress Our War and New Hampshire’s Civil War experiences from the perspective of state residents.
  - “*Lunch & the Librarian*” will be held on the 2<sup>nd</sup> Wednesday of each month. Patrons will bring a bag lunch and discuss the book that has been selected for the month.
7. A flyer with information about all of these events has been created and has been sent home with Goshen-Lempster students and will also be circulated in town.
- c. **Replacing library computers:** We reviewed the information that Jonathan had gathered and written up. Steve raised the question about whether we should consider replacing the towers instead of going with lap-tops. This avenue will also be investigated. Steve will work with Jonathan on this.

## 6. Librarian’s report:

- CLiF News. There was a suggestion to see if we can get the book grant for book distribution to children again. August 2 would be an ideal date for this, during the summer camp.
- Teens are wondering if adults would like them to show an adult film.
- Oki printer: Another librarian is interested in the printer for \$200. Cyndi asked Steve to come and check to make sure the printer is still working.
- The teen volunteer continues to come twice a month to cover books.
- Some 8<sup>th</sup> grade students have volunteered to help with the summer program as part of their community service.
- No surveys have been returned.

## 7. NHLTA Conference reports:

Three trustees and the librarian had attended this on May 21. They made a deliberate effort to have a person in attendance at every workshop offered. Although Lilyan was not present, she had made notes about the workshops that she had attended and the content of these is included below.

- **Facebook Workshop (Cyndi):** A number of recommendations were made by libraries who are already posting on Facebook. A “gatekeeper” is needed. It was advised to put guards on so that people can’t add inappropriate information or comments. They said that it took about a year to begin to get people to respond and the final impact of their Facebook presence is still unknown.
- **Using Data and Statistics (Cyndi):** It is helpful to use data and statistics for the public, particularly at budget time. Library World will be helpful as far as having this information at our disposal.
- **Making the Ask (Don):** Although this was mainly geared for larger libraries, there were some good ideas. It was suggested that person-to-person contact is best when asking for donations or grants, and this should be done by two people. You should state your commitment and how your organization has already contributed. Have a specific purpose in mind. Don’t solicit over the phone. We considered how we might use this information in the future.
- **Supporting Non-Profits (Don):** This refers to organizations independent from town government, such as the Friends of the Library. We must have a mission statement and can’t use Friends’ funds for purposes that are outside of our mission statement. Friends of the Library must spend 5% of their income each year. If the Friends dissolve, there should be a quorum available to decide where the remaining money should go. Earnings under \$10,000 don’t have to be reported.

- **The Other Money (Don):** Terry Knowles, Attorney General, gave information on handling non-appropriated funds. All money received should be shown on a gross basis. There are limits and guidelines regarding unanticipated funds. Amounts over \$5000 require a public hearing to accept. Public and private money must be kept separate. Money from income producing equipment must be used for repairs, upgrading, books, etc.
- **Keynote Address on Advocacy (all):** Advocacy for libraries should focus on informing the community about what you are doing, making the public aware of changes in the library since they were young, and doing so publicly. The Gates Foundation funded a "Keep the Library" program and used the findings to create a free campaign that can be implemented by communities.
- **Guarding the Guardians (Lilyan's written report):** The guardian is the librarian. The trustees are guardians of the guardian. The librarian is responsible for a wide variety of materials and for ensuring that the library is a place of intellectual freedom. The public sometimes attacks the library because there is a fear of loss of control when opposing ideas are represented. The librarian is responsible for defense about any attacks, and the trustees are responsible for the strategy for the defense. There must be policies on material selection, access to materials and a procedure to deal with challenges.
- **Strategic Planning (Lilyan and Bonnie):** Two types of planning are needed, long term (a 3-5 year plan) and strategic (ongoing). The goal of such planning is to determine community needs and to find out how to stay relevant for the time and the population. Strategic planning involves a series of steps, including working with a committee, doing a SOAR exercise, having a mission and vision statement and looking at current patterns of use. If the community is doing strategic planning, the library should consider this and work with the community plan.
- **Conflict Resolution (Bonnie):** The presenter spoke of conflict being inevitable, and the goal is only to understand and consider how we respond to it. She advocated for a shift from being competitive and interested in "winning" in a conflict to being collaborative and figuring out how both parties can be satisfied with a solution. Key elements are *listening* to understand another's point of view, finding common ground and *problem solving* an outcome that is good for all.
- **Marketing the Library: (Cyndi and Bonnie):** The presenter gave suggestions about things to consider and tools to use for marketing the library. These include signs, social media such as Facebook, marketing through brochures and the website, mail and email. When marketing, we need to consider both patrons and non-patrons and how to pull in the non-patrons.

## 8. Changes to policy documents:

a. **Distribution of final Personnel Policies and Librarian Job Description documents:** Mary distributed the final documents with changes previously discussed. She'll send it to Bonnie electronically to put on the thumb drive with the other library documents.

b. **Discuss changes to Operational Policies:** This will be done next time.

## 9. Other business:

- **Sign with hours:** Steve feels that a sign hanging below the present one with information about hours will be covered by snow in the wintertime. He'd like to hang one on the side toward the road. Steve and Cyndi checked this out and it appears to be a good alternative.

**10. Adjournment:** The meeting adjourned at 9:45 p.m. The next meeting will be on Tuesday, July19, at 6:30.

Respectfully submitted,

Bonnie Belden  
Secretary