

**GILFORD PUBLIC LIBRARY TRUSTEES
MINUTES of 6/10/08**

PRESENT: Polly Sanfacon, Robert Kammeraad, Weldon Bosworth, Tracey Petrozzi, Katherine Dormody, and Daryl Thompson present. Chairman Robert Kammeraad called the meeting to order at 8.38.

Minutes

The minutes of May 2008 were accepted as circulated.

Reports

Circulation pretty level. Volunteer hours are up. No other trends brought to attention.

Reviewed statistics.

- Down 1% from last year. Nothing else to report.
- New borrowers—about the same as last year
- Deleted 963 books, 1100+ “items”. Back storage room pretty full of old books.
- Sales of books placed on Amazon are up. Discussion on packing etc.

Reviewed Gilford budget. All accounts seem “on track.” Percentages of budget spent to date would be good to have.

Reviewed deposits and expenditures for the month. All looked OK

Howe fund transferred into the investment fund managed by the Friends of the Library for the new library.

Need to contact donors re: naming opportunities. Under subtle and belated duress, Daryl volunteered.

Katherine and Polly reported that the Remick fund can not be invaded.

Moving

Scheduled for 8/7, 8/8 or 8/9. Katherine is looking for help and direction. Need bodies, etc. Polly suggested we approach town for help, e.g. DPW etc. Robert will ask Debbie today to have request put on Town Meeting agenda. After we hear from then we can make arrangements with movers.

Many other tasks are being simultaneously handled by Katherine and staff.

Need more shelves and prison production rate has slowed down. However Gilford library still has priority with them. Six inmates coming in June 20th to help because then things can be put in new library.

Construction

Katherine reviewed construction progress. She estimates another month before all work completed. "Amphitheater" will be installed next week.

Katherine working on security, AV and telephone systems.

Grand Opening

Trustees asked to set aside following dates in August:

18th PM – Donor recognition evening

19th – Ribbon cutting ceremony; led by COC

23rd – Old Home Day, guided tours and open house

Need to figure out how to turn new library over to the Town. Robert will check with Debbie today.

Marcia Haughey will do watercolor of new library for a print to be presented to donors on the 18th.

Card Policy

Reviewed "patron card and circulation" policy.

Katherine suggests Gilmanton pay nonresident fee of \$30/two years henceforth.

Acceptance of "card" policy with that provision moved, seconded and approved.

Continuing Education

After considerable discussion the board voted to support Katharine's recommendation that we reimburse Tasha for ½ the tuition for a continuing education course she will take this summer. While not wanting to set a precedent for tuition reimbursement the majority of the board believed this was appropriate because Tasha is a valued employee and because Katherine had indicated to Tasha that some support might be available when Tasha was promoted into her new role two months ago. This approval was made with the understanding that Tasha achieve a 'B' or better in the course.

However, many on the board expressed their reluctance in doing this on an ad hoc basis for fear that it would be taken as a precedent. As a result the feeling was that this was a one-time

approval that will not be repeated without some kind of “continuing education” policy in place. Katherine was directed to develop such a policy for board review.

Note: My experience is that there are typically several elements to a tuition reimbursement policy:

- 1) Contingent upon availability of funds;
- 2) Number of courses reimbursed per year;
- 3) Course has something to do with current or future job requirements;
- 4) Director has to approve course;
- 5) Reimbursement occurs after the course is completed and only upon evidence of a ‘B’ or better;
- 6) Amount of reimbursement, i.e. 50%, or 100%;
- 7) Reimbursement forfeited (i.e., deducted from any other compensation or vacation pay at severance) if employee resigns within six months of completing course. (May sound a bit onerous but we have to look out for the organization.)

Friends of the Library Update

Local museum pass program will be sponsored by MVB.

Girl Scout projects include:

Decorating loft area over vestibule

Working with Kate for name and logo and business plan for gift shop

Working on improvements for children’s room

Friends of Library annual meeting is June 25th. Sue Cutillo will be new VP. Steve Geer will be new Treasurer.

NEXT MEETING DATE: Our next meeting is scheduled for Tuesday, July 8th, at 8:30 AM.

ADJOURN: The meeting was adjourned at 10:01.

Respectfully submitted,

Secretary

