

**GILFORD PUBLIC LIBRARY TRUSTEES
MINUTES of 1/13/08**

Present:

The Board of Trustees meeting was called to order at 8:43 by Chairman Robert Kammeraad. Robert Kammeraad, Katherine Dormody, Daryl Thompson, Tracey Petrozzi, and Polly Sanfacon were present. Weldon Bosworth did not attend.

I. Minutes

The minutes of 12/9/08 were accepted as circulated. It was recommended that the date of the next meeting be included in the minutes each month.

II. Reports/Programs

Circulation is up.~ 2008 circulation was 102,993 - a 24% increase from 2007.

Volunteer hours are way up - this includes the "Senior Employee" paid for by a special program.

Comparison of 2007 and 2008 showed great increase new cards issued, adult materials checked out and computer usage.~ The only decrease was in children's material checked out slight decrease in library programs due to time closed for the move and reduced children's summer program.~ 47 groups used the meeting room (attendance of 1242).

Katherine went over the year end report that will appear in the Town Report.

III. Policy Issues - OVERDUE POLICY

Due to increase in postage rates and staff time to monitor and process this, a revised Overdue Policy was discussed and approved. The changes are as follows:

~~~~~ 1. When the materials are 10 days overdue, the Borrower will receive and emailed or mailed notice.

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~~~~~ 2. A second notice will be emailed or mailed 8 days later.

~~~~~ 3. A phone call will be made 8 days after the second notice.

~~~~~ 4. Two weeks after a phone call is made, items are considered lost and patron will be charged for full replacement costs.~ If the cost of replacement exceeds \$25.00, a lost notice will be sent out via certified mail and an additional charge of \$10.00 will be added to the patron's account.

~~~~ 5. When the certified letter is sent and there is no response, the matter will be turned over to the Gilford Police Department if notification was sent via certified mail.

~~~~ 6.~ Patrons that have fines greater than \$4.00 will be suspended from all library services until payment is received.

~~~~ 7.~ Fines will accrue as follows:

~~~~~ Grace period of 1 day past due date

~~~~~ .25 the 2nd day regardless of the item type

~~~~~ .10/day thereafter on books and .25 on DVDs/videos

~~~~~ Maximum per item charge is \$5.00

#### IV. Other Business

Trustees were reminded of the Public Hearing and Chamber of Commerce luncheon.

Next Trustees Meeting will be February 10 at 8:30 AM.

Respectfully submitted,

Polly Sanfacon (Secretary ProTem) for:

Secretary