

**GILFORD LIBRARY BOARD OF TRUSTEES**  
**Minutes of June 9, 2009 Meeting**

The meeting was called to order by Chairperson Polly Sanfacon at 8:35 AM. In attendance were Polly Sanfacon, Tracey Petrozzi, Katherine Dormody, Jack Lacombe, Robert Kammeraad and Weldon Bosworth.

**I Minutes**

- a Meeting Minutes for the May 12, 2009 meeting were approved with minor revisions.

**I Reports/Programs**

- a Katherine presented the various monthly reports for May, 2009. New charts were used to illustrate the numerical data normally reviewed. It was agreed that the charts were helpful. Weldon will make refinements to the charts and work with Katherine to get them in a format that will facilitate monthly updating.
- a The "Check Out an Expert" program, which has gone well, will now be offered one afternoon per week.
- a Meeting Room Usage – Software for scheduling meeting room usage was tested by the library staff but was found lacking. Dale Dormody provided other software to be used. This will allow access to scheduling information via the internet.
- a New borrower statistics show a year-to-date increase over last year from 166 to 271.
- a Circulation for May was 8773 items, up 17% over May of 2008. The year-to-date change is +13%.
- a The library expenditures reflect closely what has been budgeted for.
- a Fines in May totaled \$370.
- a The "Book Buddy" program is working extremely well.
- a June calendar – In addition to various scheduled activities, the library will host an "After School, Welcome to Summer" party on June 18. Students will be encouraged to take advantage of summer reading programs, etc.
  - j The summer reading program is entitled "Summertime, and the Reading is Easy". Katherine presented some of the program materials.

**I Old Business**

- a Results of the 2008 audit were recently received. Some of the suggestions were implemented before receiving the report. It was agreed that other suggestions, such as developing a petty cash and credit card policy, should be pursued.
- a Old Home Day was discussed, and the fact that we're now in the new building may affect things like the pie and ice cream sale.
- a It was brought up that it would be helpful to have a directional sign (pointing toward the library) on Belknap Mountain Rd. Katherine will bring it up with Sheldon Morgan at the Public Works Dept.
- a We have received a check for \$10,600.03, the balance that had remained from the library Capital Reserve Fund. We will use the funds to pay for the addition of handicapped door openers, and to complete a wall between the vestibule and reading room. Work will begin as soon as it can be scheduled.
- a Building –The security system is still giving some false alarms. Jack is still working

to resolve the issue. The Garden Club has planted flowers at the library and will take care of weeding. The children's room is being rearranged to make better use of the space and control traffic. Castors were replaced on tables in the meeting room to prevent scratching of the floor. A new outdoor sign was installed to advertise the library hours of operation.

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**I New Business**

- a Katherine suggested we try a short-term loan program for DVD, similar in nature to the short-term book loan program. The Trustees agreed that it was worth trying. It was also mentioned that the current loan limit of 6 DVDs might be too high. Katherine thought any change would result in unhappy patrons.
- a Due to health issues, other commitments, etc., we will be losing some volunteers, and many volunteer hours. We will need to start a serious search for new volunteers, as the work they perform is invaluable.
- a As some of the computers have become ineffective, Katherine has purchased 3 new computers. They will be placed in the children's room and in the public access areas. We have also purchased 3 new internet filtering software licenses. There have been a few complaints about inappropriate use of the internet, so the Board discussed and approved a new internet usage policy. Children 14 and under will be required to have an internet permission slip, signed by parents, on file at the library. It was discussed that library is a public place, not unlike any retail store. Library personnel cannot supervise every person at all times. It is not a baby sitting service or child care center, and parents should not treat it as such.
- a Personnel – Katherine proposed that we let those who have left the employ of the library, and then been rehired, have their previously accrued time be applied for purposes of benefit calculations. It was discussed that this may lead to questions later, but as we are not bound by the Town policy, it was moved and seconded to approve the proposal.

The meeting was adjourned at 10:05 AM. The next meeting will be July 7, 2009 at 8:30 AM.

Respectfully submitted by Robert Kammeraad, Sec.