

GILFORD LIBRARY BOARD OF TRUSTEES

Minutes of June 8, 2010 Meeting

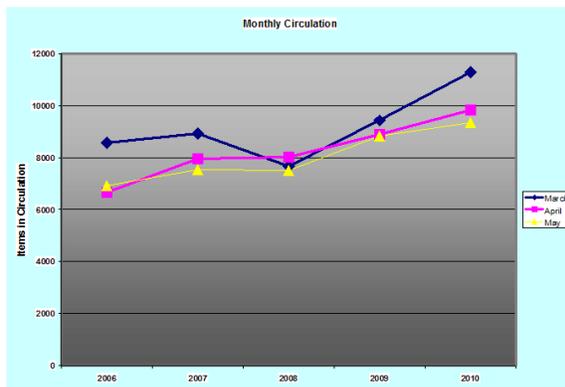
The meeting was called to order at 8:40 A.M. In attendance were Katherine Dormody, Robert Kammeraad, Jack Lacombe, Steve Geer, Tracey Petrozzi and Weldon Bosworth.

I Minutes

The minutes for the May, 2010 meeting were approved.

II. Reports and Programs

A. Monthly Circulation

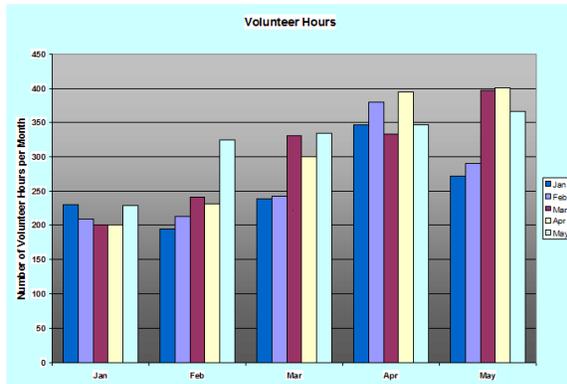


We continue to experience increases in circulation with a 5% increase over last May and a 10% increase ahead of last year. I anticipate our growth increases to slow over the summer with hopefully better weather and a better economy. Our biographies have been sorted and we are in the midst of re-cataloging and re-labeling but that is the section that showed the biggest growth in percentage at 147%. New patrons are down from 271 at this point last year to 214 this year

and we continue to work on the expired patron list.

B. Programs - We are wrapping up our Children's programming this week and will not begin again until Summer Reading. Likewise, we don't plan much for adults in the beginning and middle of June other than the weekly ongoing events. Summer Reading kicks off the last week of June and we also have our author series starting on June 24th with Daryl Thompson's new book on Island Cooking.

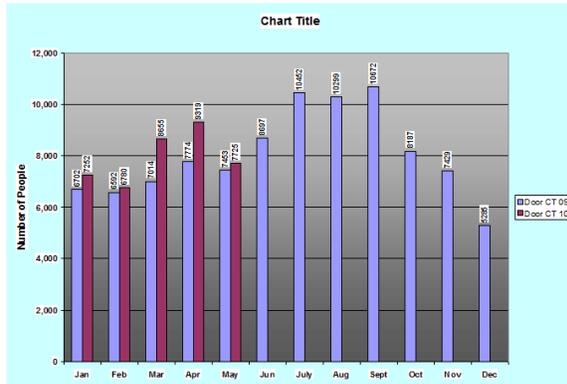
C. Volunteer Hours



May volunteer hours are up over last May. The volunteers shelve books, get materials ready for the floor, help with the children's crafts, etc...

The comment came up last month about possible having volunteers help cover the desk during busy periods and Katherine responded that our employees do more than check in and out materials while they are staffing the desks. Katherine reminded us that this is not legal to use volunteers to check out books in New Hampshire, RSA 201-D:11, Library User Records, Confidentiality. According to this RSA, volunteers cannot have access to library user records, so they can't check library materials in and out. Also, federal law prohibits using volunteers to do a job you would pay someone to do (since that takes a job away from someone).

D. Door Counts



As you recall from last month, we started counting people by day instead of by week.

III. Old Business

- A Building Update- A meeting was held with all parties and all parties agreed all the work and warranties required by contract was fulfilled. Options to address any potential future building issues were discussed.
 - Biography Project- Everything is sorted into larger categories but now needs individual cataloging and labeling
 - C Expired Patron Project- Making headway! Now all patrons up to those whose name begins with 'G' has been reviewed.
- Fiction is almost done, non-fiction about 25% done, young adult 50%.

IV. New Business

- A New newsletters were introduced. These are new P.R. newsletters advertising summer programs for adults, teens and children. These will be circulated in addition to the normal calendars
 - Meeting Room Policy- a couple of changes to be discussed. Changes included:
 - a The meeting room is not available when the library is closed.
 - b The H Room can no longer be reserved.
 - C Holiday Policy- It was agreed that the library will be closed Saturday July 2nd.
- Personnel- Corey change of status.

V. Adjournment – Upon a motion the meeting was adjourned. The next meeting will be July 13th @ 8:30.

Signed,

s/Weldon Bosworth

Weldon Bosworth, Secretary