

## GILFORD LIBRARY BOARD OF TRUSTEES

### Minutes of the April 12, 2011 Meeting

The meeting was called to order at 8:36 a.m. In attendance were Katherine Dormody, Robert Kammeraad, Jack Lacombe, Kate Hamel, and Sue Cutillo. Steve Geer was excused.

#### I. Minutes

The minutes for the March 2011 meeting were approved. The April 2011 Library Director's Report was accepted and approved.

#### II. Annual Meeting

##### A Election of Officers

Robert Kammeraad – Chairman

Steve Geer – Treasurer

Sue Cutillo – Secretary (Alternate: Kate Hamel)

##### B Goals & Objectives for 2011-2012

- 1 Kate Hamel: To become familiar with the goals and objectives of being a trustee.

#### III. Reports

##### A Monthly Circulation

Circulation was down slightly over last March but up over other years. The weather may again be a factor in this slight decrease over last year. A few collections did see increases over last year: biographies, dvds, literacy kits, and parenting. Interestingly, 1<sup>st</sup> time checkouts were up but renewals not online were way down. Overall, circulation is over every year except 2010.

##### B Programs

Philosophy club continues with 8-10 participants weekly. Mark Thomas, volunteer and leader, will be leaving for graduate work in the Fall. Two new groups are starting- a writer's group is forming from the sessions we held here and crafters are meeting Thurs. evening. National Library Week is next week with many things planned- one of the highlights is Fiddler Ellen Carlson on Thursday, April 14 at 6. She will be our annual Lucile Allen Memorial program. Although thunderstorms dampened Story time attendance, activities occur throughout the week including School Bus, Street Sweeper, Marine Patrol, and Fire Department. April is National Poetry Month and we have several poetry programs going on including a four-week course on Wednesdays at 3 p.m. led by

Kelley Jean White.

### C Volunteer Hours

Volunteer hours are up. We have a couple great new people who are coming in once or twice week. Anita Hewitt is taking on a project in the NH Room and once it is completely organized and inventoried we still have several boxes of uncatalogued material that Katherine will help with.

### D Door Counts

Door counts are up slightly, which is surprising due to the numbers in circulation and computer use although we did have a couple large meetings in the meeting room.

## IV. Old Business

### A Spring Newsletter

The spring newsletter went out to the Friend's mailing list in March. It is on a trial basis for format for June, July, and August. Once a year, the newsletter will be sent to the Patron list with a Friends' membership form on the back. The Friends will be asked to contribute on a yearly basis.

### B Attendance at Friends Board Meetings

In an effort to enhance communication, Library trustees will take turns attending Friends' board meetings each month. Katherine will set up a schedule for attendance.

### C Social Media Policy

The Social Media Policy was reviewed, voted upon, and adopted. Katherine will send the final version out.

### D Volunteer Tea

To celebrate National Volunteer Week, a Volunteer Tea will be held in the Meeting Room of the Library on April 19. The Friends will provide baked goods, small gifts of appreciation will be given out, and a PowerPoint (made by Library staff) will highlight volunteer contributions.

## V. New Business

### A Town Pay Scale

The Wage and Salary Classification Plan for Non-Union Positions (Effective January 1, 2009 and DRAFT/Effective Date July 1, 2011) was reviewed and discussed. The Library will use the plan as a reference for pay scales, but it will wait to vote and adopt until the Gilford Selectmen has officially adopted it. Katherine will place this item as Old Business on next month's agenda.

## B Budget 2011

Items pertaining to Library building maintenance are not specifically covered in the 2011 Budget, presenting problems in building maintenance and repair and challenging best economical practice. Board recommended that Katherine ask Geoff Ruggles to attend next Trustee Meeting to have a conversation to understand the details of the Budget.

## C Budget 2012

There is a need for money for building maintenance to be specified in the Library Budget. Katherine will invite Geoff Ruggles to attend the next Trustee Meeting to discuss the budget.

## VI. Adjournment

The meeting was adjourned at 9:44 a.m. The next meeting will be May 10, 2011 at 8:30 a.m.

Respectfully Submitted,

Sue Cutillo, Secretary