

LIBRARY TRUSTEES – MAY 10, 2011
GILFORD LIBRARY BOARD OF TRUSTEES
Minutes of the May 10, 2011 Meeting

The meeting was called to order at 8:27 a.m. In attendance were Katherine Dormody, Robert Kammeraad, Steve Geer, Kate Hamel, and Sue Cutillo. Jack Lacombe was excused.

I. Minutes

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

II. Reports and Programs

A Monthly Circulation

Circulation was down slightly over last April but up over other years. As with last month a few collections did see increases over last year: biographies, fiction, picture books, dvds, literacy kits, magazines, and parenting. Online renewal is up 36% for the year. Downloadables are holding steady after a period of growth.

B Programs

Open Mic for teens was very successful with over a dozen kids that are new "library users". We had about 40 for fiddler Ellen Carlson who was fabulous. Foreign Movie night remains strong. For May we have the Mother's Day Tea on Saturday and a bird walk on the 14th at 8. We are also beginning a 3-month Book Discussion Series, The American Experience with the New Hampshire Humanities Council.

C Volunteer Hours

Volunteer hours were approximately the same as last year. The Volunteer Tea was very well received with positive feedback on the presentation and gifts.

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.

E Appropriations

Will be discussed under Old Business.

III. Old Business

A Friends Board Meetings

The Board reviewed and approved a proposed schedule of Library Trustee Representation at Friends of the Library 2011 Board Meetings:

*Note: Check the Friends schedule later in the year regarding meetings during the holiday period.

May 25- Kate

June 22- Steve

July 27- Sue

August 24- None, Old Home Day Week

September 28- Robert

October 26- Jack

November 30- Kate

*December 28- Steve

B Town Payscale

The final draft of the Wage and Salary Classification Plan for Non-Union Employees was reviewed, but the Library will wait to vote until the Town Selectmen have approved it. Katherine will place this item as Old Business on next month's agenda.

C Budget 2011

Katherine met with Scott Dunn and reviewed, line by line, the items pertaining to Library building maintenance that were not specifically covered in the 2011 budget; he said that they would be approved in the Budget. He said that the Library should remember these items and plan for next year by putting them in the budget.

D Moving Collections

Katherine is in the process of getting rid of and moving old audiotapes to the back of the Library to make more room for fiction.

E Cookbooks

The cookbooks are done. Discussed the challenge of tracking this collection within the Dewey System; they just show up as adult nonfiction. According to Katherine, the Dewey system can be restrictive, and though it is possible to customize this system to allow future tracking, it is a timely process. She will look into what is involved in this effort and other options. (Currently, the spine label is a field in the database that can be queried.)

IV. New Business

A NHLTF Report

Kate, Steve, and Sue reported on the workshops they attended at the May 9th NHLTA Conference and Annual Meeting in Bedford, NH. Topics included preparing and marketing the library budget, social media, recruiting trustees and volunteers, trustee/town relations, conflict resolution, the library website, the "Right-to-Know Law", information about private and non-tax categories of funding, "green" solutions, best practices for board officers, and board self-evaluation.

B Videos on Website

We now have capability to post videos on the website. Katherine discussed how the Library has started using the flip video camera to post videos on U-Tube for viewing on the Library website. Yesterday, the summer reading menu was posted.

C Non-Appropriated Funds Policy -- Update

The board reviewed an updated Non-Appropriated Funds Policy. Kate made a motion to accept the new Non-Appropriated Funds Policy; Steve seconded the motion. Vote: All in favor of accepting the Non-Appropriated Funds Policy as updated. The Non-Appropriated Funds Policy was accepted.

D Reserves Policy – Update

Kate made a motion to accept the Reserves/Requests Policy with the addition of the return to Library. Steve seconded the motion. Vote: all in favor of accepting the updated Reserves/Request Policy. The Reserves/Requests Policy was accepted.

E Reference Service Policy – Update

Steve made a motion to accept the updated Reference Service Policy. Kate seconded the motion. Vote: all in favor of accepting the updated Reference Service Policy. The Reference Service Policy was accepted.

F Summer Reading 2011 – Status and Update

Katherine is working on the Summer Reading Program. She will report on this next month.

G Face Book Policy

The Face Book Policy will be discussed next month.

V. Adjournment

The meeting was adjourned at 9:56 a.m. The next meeting will be June 14, 2011 at 8:30 a.m.

Respectfully Submitted,

Sue Cutillo, Secretary