

Davis Public Library

Submitted by gsaleski on Tue, 04/19/2011 - 3:30am.

Davis Public Library Trustees

Meeting

April 12, 2011

Draft

CALL TO ORDER

Meeting was called to order at 8:44. Present were Penny Betz, Chair; Virginia Saleski, Treasurer; Claire Costin, Secretary and Kelly Taylor, Director. The next meeting will be held on May 10. Minutes of the March 1 meeting were approved as corrected.

FINANCIAL REPORT

Ginger distributed the checking account report and said it appears that we will run over the amount budgeted for our heating. Penny will call Roy Brothers to top off our tank by June 15. Ginger is still working on reconciling the charge for the porta-potties with Jim Coffee

LIBRARY DIRECTOR'S REPORT

Kelly's report included 55 adult visitors, 8 children, 9 young adults and 59 books signed out, 14 VHS/DVDs, 6 audiobooks, and 27 computer/internet users for the month of March. Annually, total patrons were 1,536, less than it actually seemed. This may be explained by a discrepancy in patrons not checking into the library.

Records show that 36 children joined the Summer Reading Program, 18 completed, and 459 books were read.

Kelly is working on a tri-fold flyer for a town-wide mailing, and will print extras for handouts at the library.

Kelly requested coverage for June 6, 7 and 8, when she must be away.

ACTION ITEMS

There were no donations received during March, thus no motions to accept were required.

UNFINISHED BUSINESS

Cataloging is moving right along. The book club continues to meet on the first Thursday. Kelly will do the Inter-Library Loan in Penny's absence April 21 – 28. Quick Books has been purchased and will be downloaded soon. Claire's meeting with the selectmen was not totally successful as the three warrant articles covering handling money received from income-generating equipment, the authority to accept and expend gifts and the acceptance of personal property donated to the library did not appear on the warrant as was expected.

Meet the Candidates Night is scheduled for Friday, April 29, at the town hall. The Friends will provide refreshments and the Trustees will meet at 6:00 to set up. Kelly will get a timer.

The State requires an annual written report of inventory in the library – a total number of items held in the library and items added through gift or purchase as well as items lost or withdrawn. Kelly is working on this. This report is due to the State on April 30. A preliminary report reveals 4,612 books of which 209 are children's and 1860 are adult. She is also compiling a document for the Town Report, which is due April 13.

NEW BUSINESS

Kelly will set a date for a visit from the Mariposa Museum as part of the Summer Program.

Ginger recommends we buy a new pc and a laptop for the treasurer (approximately \$1500) with surplus money, and Kelly was authorized to investigate. Kelly will also install anti-virus and purchase office supplies for next year.

Summer hours will begin May 30.

The summer reading kickoff will be on Wednesday, June 1.

The Trustees spent some time discussing and revising the volunteer policy to state that library volunteers will work alone only with the approval of the Director and one Trustee, in the case of vacation, sick leave, professional leave granted, or emergency.

Kelly will do Inter-Library Loan on Tuesdays.

The Trustees will attend the Friends meeting this afternoon.

Meeting adjourned 10:50am.

Respectfully submitted,

Claire Costin, Secretary

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