

Davis Public Library Trustees Meeting, May 10, 2011

Submitted by gsaleski on Tue, 05/10/2011 - 3:30am.

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Draft

Meeting was called to order at 8:40. Present were Penny Betz, Chair; Ginger Saleski, Treasurer; Claire Costin, Secretary; Kelly Taylor, Director; and guest Donna Hamilton. The agenda was approved after the addition of Saturday training, calendar person, brainstorming future goals and NHLA conference notes. Minutes of the April 12 meeting were approved. The next meeting date was set for June 14.

FINANCIAL REPORT: Ginger reported a balance in the checking account to date of \$2,807.95. and the Money Market account \$3,362.82, for a total of \$6,170.77. To date we have spent 68% of our budgeted amount.

LIBRARY DIRECTOR'S REPORT: Kelly asked for coverage on June 6, 7, 8 and 15 through 20, when she will be away. Penny will cover June 6, 7, 8 and 15, and will be a backup for the other dates. Kelly will confirm with Sarah when she will be available. Kelly hasn't been able to get the new computer up and running, and she was authorized to seek technical help. It was agreed that the flyer was well written, but less well printed. It will go on the website and on Facebook. Kelly senses the number of patrons is up, but has not been

able to document it. The summer reading program is in the works. June 1 will be the kick-off party from 5:00 to 7:00 at the library with hotdogs and juice/soda. All ages are welcome. Kelly will check on the status of the library's annual report to the state. Cataloging is ongoing.

UNFINISHED BUSINESS: Training for using the Nook will take place on Saturday, the 14th; a sign to that effect will be placed at the school to attract the voters today. Ginger suggested a training session for the trustees in the use of QuickBooks, and Penny moved, Claire seconded, to hire Gail Saleski for that purpose. Motion passed. We discussed the possibility of doing another mass mailing, in addition to the one in May, in the future. Ginger urged us to consider utilizing surplus money looking toward next year's needs, i.e. new computer, new copier to replace the present one which is malfunctioning, and office supplies.

NEW BUSINESS: Ginger agreed to be the "calendar person" beginning in July, to notify Carol Clarke for all dates regarding the library to be entered on the community calendar. Kelly will order new book club reads, and will return the books to the Hancock library. The current read is THE MEMORY OF RUNNING by Ron McLarty. (June discussion). Next month's book is MIDDLESEX by Jeffrey Eugenides. (July discussion.) Kelly is seeking volunteers to help with the covering of hardcover books. Please call her to set up an appointment. Kelly agreed to write out and post instructions for checking out materials. According to ILL, we are the only library to have ITS NOT ABOUT THE HIKE!

A discussion was held regarding our policy to do with overdue fines.

After referring to our Circulation Policy, we agreed that books and audiobooks will be loaned for three weeks, DVDs and VHS for one week with an overdue charge of ten cents per day, one grace day allowed; twenty-five cents per day for

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Inter-Library Loan; Nooks and MP3 players loaned for two weeks; with a limit of a fine not to exceed the cost of the material. Penny offered to rewrite the policy and it will be voted on at the next meeting.

Ginger, Donna and Claire attended the New Hampshire Library Trustees Association in Belford on May 9. Information from the workshops will continue to be shared at future meetings. Claire will submit mileage.

A brainstorming session was held , primarily to capture Penny's ideas before she leaves the board. Some ideas: reasonable limits and expectations, as we proceed into this technological age circulation of books may drop but other areas may pick up, a larger children's area, an easier check-out desk, a restroom, if we delay our requests we may lose opportunities, spend some of our trust money, add a small meeting room, add office space, an addition of approximately 600 feet. To be continued.

Meeting adjourned at 10:54.

Respectfully submitted,

Claire Costin, Secretary