

Trustees of the Davis Public Library
Minutes of Meeting of July 15, 2014
Stoddard, NH
Draft

Call to order: 1:52pm

Roll call: Members present: Geri Bailey-Chair, Donna Hamilton-Treasurer, Lauren Rettig-Library Director, and Frankie Scofield-Secretary.

Minutes of last meeting: Geri accepted minutes with corrections, Donna Seconded.

Correction: Under Library Director: Note, '*Geri added that she contacted*'...correction: *Geri added that she 'went online' to the 'Sentinel', and Lauren called them.*

Correspondence: Geri read her email and response from Terry Knowles the Assistant Director of the Charitable Trusts Unit of the Dept. of the Attorney General of NH. Her question was, What is the normal procedure for managing a library addition project as to the authorization of expenditures and contracts? Ms. Knowles stated that, 'Generally speaking the Library Trustees and the Board of Selectmen work together on a building project. The subcommittee should not be signing documents or making decisions independently.' That was the primary question that the 'Addition Committee' wanted to address with the Board of Selectmen, and that information has been confirmed by them at the meeting with them on July 14, 2014. Frankie will share this email with the 'Addition Committee'.

Reports:

a. *Treasurer*-Donna gave us our bank balances. We have a small overage and she will discuss with Jim Coffey as to how to handle. Since we also have three small 'trusts' that have been set-up for the library, Donna will call the bank and discuss the 'wording' on the 'trust' accounts to see if we may use the accounts for our building-addition project.

b. *Library Director*-Lauren gave us our numbers for patrons=313, items=246, computer usage=46, new=42, book club=12, art classes=9, summer reading program=11, and fishing poles borrowed=1. New patrons are up due to school children walking down to library in June to have a tour and get library cards, they also have their 'book reports' on display. Art classes are going well, their next project is 'Medicine Wheels'. We will provide Lauren with money for the Art Classes, and for the Store for ice cream for summer readers incentive. Lauren took new training sessions on the 'New Pac System', on computer usage of the state book borrowing system. She also got her certificate. A mother donated a book to our library, written by her son. The name is "At the Point of a Cutlass" by Gregory Flemming, and Lauren will send his mom a 'thank you note'.

c. *Addition Committee*-Frankie discussed with the group the progress of the addition committee, and since all Trustees were at the Board of Selectman meeting last night, got to hear some of our questions concerning 'going forward, who signs contracts, who pays out of our warrant, etc.?' Next meeting is Monday, July 21st at 1:00pm.

Old/unfinished business: Lauren brought up some concerns about her volunteer 'replacements' in case she has to be out or take a vacation since, at this time, we are using volunteers and some trustees to fill in. At our last meeting Geri brought us information from the NHLTA that '*trustees should not fill in for the librarian due to privacy issues*'. We are still discussing any future assistant librarian positions, and our confidentiality policy.*

Announcements: Lauren has an event this Thursday, at the JFES, and will be bringing 'trail mix'. Geri and Frankie to bring some treats (cookies, etc.). She also has two volunteers to help her set-up on Wednesday evening.

Next Meeting Date: August 19, 2014 at 2:00pm

Adjourned: 3:08pm

Respectfully Submitted: Frankie Scofield, Secretary

*[Our state library trustee guidebook states, "Confidentiality of Library users: Library records containing name or other personal identifying information about a user and an individual's use of any materials are strictly confidential. Statistical and circulation data may be released provided individuals are not identified. (See RSA 201-D:11.)

Certain provisions of federal laws or state laws may necessitate the release of certain patron records, i.e. the USA Patriot Act, legal warrants or subpoenas.]