

Davis Public Library Trustee Meeting
Stoddard, NH
September 16, 2014
draft

1) Call to order, 2:02Pm,

a. Meeting started with members present: Geri Bailey-Chair; Donna Hamilton-Treasurer; Frankie Scofield-Secretary; Lauren Rettig-Library Director; and Ginger Saleski-Alternate, and Bonnie Cohn-'Friend'.

b. Minutes of last meeting read and accepted with correction. (Change under 4) Old or unfinished business: *'From all reading material from the NHLTA there does not seem to be any information stopping Trustees..' to 'No law prevents a Trustee from filling in for the Librarian....'*

c. Correspondence: None

2) Reports:

a. Treasurer's report given and accepted.

b. Library Director's report as follows: Patrons 306, items 245, computer use 85, new members 4, book club 7, museum passes 2, gnome garden 12, and fishing pole 1. We have some new bins for children's books. September is 'Library Card Month, and patrons have written 'how they use their library cards' and Lauren has them posted around the library. Lauren would like to take some more online training in 'Health Happens' a free program to help patrons with insurance questions. The free program 'Open Office' is not working as well as expected, she would like to purchase 'the Microsoft' program and was approved by Trustees for \$99.99 per year. Also, the barcode scanner for books and cards is no longer working and she will purchase a new one approved by Trustees for approximately \$45.00. This year she is also planning another 'Trick or Treat' party for the children. We also discussed some ideas about a 'Book Return Raffle', Trustees approved up to a total of \$50.00 for gift cards.

c. Addition Committee report was given and the Trustees were brought up to date on the progress. We are having a meeting with the Selectmen regarding an issue that Jerry Tepe has discovered during his investigation. Since the new addition will increase our size, the new occupancy is 24 and by code it appears that we may need two toilet facilities, but the Selectmen have the ability, under the codes, to modify that ruling. Angel Nicoletti will be composing a letter and Gordon Garnett (along with any members of Addition Committee or Trustees, Friends) will present it to the Selectmen. We are trying for next Monday's meeting. Jerry Tepe and Paul Hemmerich are standing by to wait on that decision, otherwise, if we do need two toilet rooms, plans will have to be modified.

3) Old or unfinished business

a. Town Website: Lauren will speak with Jim Coffey about the present town website to update the new library hours approved last month by the Trustees.

b. Grant Application Status: Bonnie advised us of updated information. We can apply now for 'equipment only, to be used in the existing space' and Grant would be between \$25,000 - \$33,000. The new problem being that 'once/if we are granted the award for the money, the Grant Program person would have to meet with the Selectmen, and we will have to purchase the equipment first, and be reimbursed later by the Federal Grant Program. Lauren is still looking into the 'Best Small Library Award' run by the 'Bill & Melinda Gates' foundation.

c. Confidentiality: Frankie found under our NHLTA 'A Guide for Library Trustees', under Trustee Manual-August 2011, page 2, "Libraries, An American Value", a wonderful guide and contract to serve the patrons of our community and beyond. It was typed up as a 'HIPAA' type of Confidentiality and other Rights of patrons for us to protect and serve. We will all print and sign the contract to be kept at the library. This is for all Trustees, Librarians, and Volunteers who serve this library.

d. Trusts and Accounting: Donna found that 'old' Trustee's names on our 'Monadnock Community Bank/Federal Credit Union' account. Those old names and our new board names need to be updated to be able to discuss these accounts with the bank. Frankie will write a letter, and enclose minutes of this meeting, for the bank. Please remove 'Ginger Saleski and Claire Costin' from bank records, and add:

Donna Hamilton-Treasurer, Geri Bailey-Chair, and Frankie Scofield-Secretary.

5) New Business:

Trustees approved Librarian to apply for membership to 'Assoc. of Rural Libraries' for \$19.00 per year.

6) Next meeting date: October 21, 2014 at 2:00

7) Regular Meeting adjourned at 3:30pm, Respectfully Submitted, Frankie Scofield, Secretary

To start Executive Session.