

Minutes Library Board of Trustees Meeting

Date: October 17, 2016

Called to Order at 4:24pm

Present: Mary Louise Charnley, Diana Johnson, Eileen Gilbert (Librarian)

September Minutes were accepted. Librarian's report was shared and accepted.

Old Business

1. Brickwork- After a brief return to other jobs, Joe Rhodes is back at work on the back wall. He is about one third of the way done. Hopefully will be complete before the snow falls!
2. The new computer for patron use has new installed in the basement and is working well. The three other patron computers have been having more and more difficulty with Smart Shield. Windows X is working on a solution for it.
3. Survey- only 32 people responded to the survey so the results are not very representative of the whole of patrons. There were some requests for expanded hours, evening hours in particular though Eileen was not sure if that would translate to greater usage of the library in the evening.
4. Front light- has been repaired and is working. The bill has not yet been received. Eileen will check to see if the it was sent to the town instead of the library.

New Business

1. Capitol Reserve- Mary and Eileen will attend the Capitol Reserve budget meeting at the Corner Meetinghouse tonight. We will be asking for \$25,000 to be put into the fund as we have been using it for repair of the library and we have more work to do. Our budget meeting should be in mid- November- the second or third week.
2. Sara has received her certification for level one para-librarian. There will be a ceremony in Hooksett November 3rd. She was recommended to proceed for her level two certification immediately. Nice job Sara! This raised the question about a title being attached to the full time assistant position we are hoping will be approved by the budget committee. If this is the case, we'll need to add this to the job description on file.
3. Evaluations of Staff- Eileen will get these done in the next month and present them to trustees at November meeting.
4. Ann Redenger (sp?) was hired as a part time assistant- 10 hours/week. She started today. Her background check was sent out.

5. Police Incident- the police were investigating the area outside the library near the oil tank. Some branches had been hacked off of a shrub and they were asking Joe Rhodes if he had seen anything. Mary is greatly concerned about the number of young people loitering at that spot after the library has closed for long periods of time. While they are using the wi-fi, she has also seen them smoking and standing on the ledge there. She is understandably concerned about some falling and getting hurt, damaging the building or worse. Eileen will talk with the police department about where to post a no smoking, no loitering sign and how to enforce it.
6. Ornaments- 8 have been sold so far! Eileen will ask about Deck the Village. If it is planned for this year, hopefully we can sell them then.
7. The Sargent Fund application is due in the 6-8 weeks. Eileen would like to use it for technology again this year and will get working on a proposal.

Next meeting: Monday, November 28th 4:30 pm
Adjourned: 5:10pm.

Respectfully Submitted,
Diana Johnson