

**Silsby Free Public Library**  
**Library Trustees Meeting Minutes**  
Tuesday June 9, 2015 at 3:55 pm

DRAFT

A. Attendance and Additions to Agenda:

Members present: Jim Fowler, Kara Lee, Mary Holmes, Robin Forsaith, Anne Williams, Juli Wanat, Sandy Perron (dir.)

Members absent with notice: Joyce Higgins

Additions to agenda: NHLTA conference (add to next meeting: surveys and programs)

B. Minutes:

Minutes from regular meeting in May were reviewed. Motion to accept minutes with one small correction made by Juli. Mary seconded. Motion passed.

C. Standing Reports:

1. Treasurer's Report – May report was reviewed. Motion to accept the report made by Kara. Juli seconded. Motion passed. \*\*The March report was tabled again until next meeting because we did not have copies to look at.

2. Librarian's Report – Employees attended the Workplace Harrassment workshop given by the Town. Sandy will be taking some online supervisory training. Board member Juli presented her fossil program for some of the elementary school kids. It was very well received. The Humanites program “Wacky Songs” had 18 people attend. The library will be co-hosting a silent movie program with the Historical Society on October 18th. The Summer Reading program is kicking off with a program by Simon Brooks. Sandy has revised the Unattended Children, Behavior and Computer Use policies (see below). She has also written a basic Technology Plan and a Disaster plan (with assistance of the Town) (see below).

D. Old Business

1. Policy and procedure manual sub-committee –they are still making final revisions. Sandy will make changes on the computer and get it back to the committee and then to the rest of the Board. Questions that came up: What is a “permanent piece of the collection”? We need to define that. Does it include just Charlestown History, Regional History, etc.? Also, what about the “local author” section – how long should Sandy hold onto them? Does Sandy have discretion or should all local author material not be subject to standard weeding procedure?
2. Old Home Days – July 25<sup>th</sup>. The library will display the Prouty pictures (during regular open hrs) and have an Story Walk outside (The Oxcart Man). The story walk could be left up for the weekend if not raining. Could possibly have pictures on display for additional hours if Board members could man the building.

E. New Business:

1. Town Wide Yard Sale Day – July 25<sup>th</sup>. The library will have a book sale from 8AM – 1PM. Jim and Mary can help cover these hrs.
2. Annual trustee summer party - will have in July instead of August. Mary is offering to host. Rain backup can be at library. Date is July 14<sup>th</sup> and there will be no regular meeting, just a party!!
3. Drafts of new policies – Sandy passed out draft copies for us to read. The Library Behavior draft was approved with spelling corrections (Juli motioned, Mary seconded). The Patron Internet Access draft was approved with the addition of a 'Print Name' line and grammatical corrections (Mary motioned, Robin seconded). The Technology Plan was approved with spelling corrections and the addition of adding 'Obtain a new laptop' as one of the goals (Kara motioned, Juli seconded). Sandy is working on a Disaster Plan with the assistance of Jess Dennis. This would address things like replacement or repair of books in case of a disaster, phone numbers of people to call in case of emergencies, location of emergency controls in the physical building, etc. We will look at a draft next meeting.

Motion to adjourn meeting made by Kara. Robin seconded.

Next Monthly meeting: 4pm, August 11, 2015.

Meeting adjourned: 5:55pm.

Submitted by

Kara Lee