



**LEE PUBLIC LIBRARY BOARD OF TRUSTEES'  
MEETING MINUTES**

**April 8, 2015    5:00 pm    Lee Public Library**

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Present: Annie Gasowski, Cynthia Giguere-Unrein, Katrinka Pellecchia; Library Director Ruth Eifert

The March meeting minutes were approved; the Treasurer's Report and the Library Director's Report were accepted. There is \$10,657.19 in the operations account, \$2441.59 in the non-lapsing account and \$53.34 in the share account.

- The Trustees agreed to keep a hard copy of the minutes available at the library in addition to posting them on the website; the binder holds about two years' worth. After two years, they will be archived.
- Friends Update. Ruth attended their meeting earlier in the week, they discussed ideas of expanding membership. Ruth would like to get a bigger bulletin board to help promote the Friends and its activities.
- The Trustees approved the changes to the bylaws with the stipulation that the Treasurer's duties should be performed by the Chair if the Treasurer was unable to do so – as the Chair already has signature authority at the bank. Barbara McNamee has said she would serve as an alternate; there was discussion of others to ask. The trustees agreed to wait to meet with the Select Board until three alternates have been identified.
- Staff Concerns. Regarding substitutes – Annie mentioned to Ruth that the Barrington Library had names of people who could substitute when necessary; Beth and Cheryl have both said they are willing to work extra hours when necessary. Pay Equalization Study: The last one was done in 2008. Ruth will look at the report, possibly contact other libraries, in preparation for the FY 2016-17 budget cycle. Staff evaluation template: Ruth will make suggestions at the next meeting. Thank-yous: Katrinka will get gift credit cards for the staff.
- May 18 NH Trustee Conference. Forms need to be given to Ruth by April 27.
- There was discussion of the library website. It was agreed that there needs to be a better presence and that the library should have its own website, there would be a link from the town website. Ruth will look into this for the next meeting.
- The trustees and Ruth will discuss revising the mission statement at the next meeting.
- Policies. Ruth will review the policies, starting where the previous director left off. Policies regarding the selling of items and the meeting room need to be reviewed.
- Master Plan. The library submitted information; it is crucial that the new building get inserted into the Master Plan. Annie will contact Lou Ann Griswold regarding the status of the survey that is being prepared. The town has received applications for the Town Center Committee, both Paul Gasowski and Chuck Cox have applied.
- The Trustees agreed to eliminate the 2016 from the Library site sign. Annie will check with Matt Gahm at the sign shop to get his opinion on the easiest way to do this.



- Ruth would like to contact Better World Books to dispose of old books from the Library Sale. The company provides boxes, will pay for books. The trustees agreed.
- For this week's E-Crier article, the trustees will thank Tom Dronsfield, Randy Stevens and Roger Rice for their help in transporting the table from the Hampton library and also include a reminder about the reception for Ruth on Friday afternoon.
- It was agreed to introduce Ruth to the Select Board during Public Comments at the next BOS meeting on April 13, which will enable Ruth to be back at the Library in time for the book group meeting.

The meeting adjourned at 6:50 pm. The next regularly-scheduled meeting will be Wed, May 13 at 5 pm at the library.