

LEE PUBLIC LIBRARY  
MINUTES OF THE TRUSTEES MEETING

Date: February 8, 2012

Time: 5 pm

Held at the Lee Library

Present: Annie Gasowski, Peg Dolan, Cynthia Giguere-Unrein, Bruce Larson, Katrinka Pellecchia; Sharon Taylor.

Minutes of last meeting: Accepted with correction.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of 2/7/2012, the operating budget was \$11,720.08; the balance in the non-lapsing account was \$2,144.82; and there is \$5,726.08 in the Special Projects Fund.

Library Director's Report. [Separate document, attached]

Old Business:

Update on Server for the Circulation System. Sharon has been researching pricing – there are two choices – one with backup down by the library, one with backup done off-site. The second choice is less expensive, but there is a monthly charge. The trustees requested that Sharon find out from the company where the information is backed up, what kind of system is used and also to look into other back-up storage options.

New Business:

Library Director's Evaluation Procedure. The deadline for evaluation forms (the trustees'; Sharon's self-evaluation and goals; and the staff's) to be turned into Peg is March 2.

Publicity for Library Community Center Warrant Article. The trustees discussed putting together a one-page flyer in favor of voting for the warrant article, realizing they have to be careful about actually lobbying for the article.

Bulletin Board Policy Review. The trustees agreed the policy does not need to be updated.

Other. The video about the need for a new Library Community Center is now available as a link from the town website; Annie asked Sharon to find out who is responsible for updating the Channel 13 bulletin board. The trustees agreed that the accounting software the library uses should be upgraded. The trustees will plan a recognition in honor of long-time volunteer (and former trustee) Joanne Reed at their March meeting.

The meeting adjourned at 6:00 pm. The next regularly scheduled meeting will be on March 14 at 5 pm at the library.

Director's Report  
February 2012  
Lee Public Library

**Programs** in January included a Manga comic illustrating workshop for children and “Paris in Stories and Pictures,” for adults, both very well attended.

**Friends** voted to renew the Currier Museum Pass and the Museum of Science Pass. They are looking into getting the pass for the Isabella Stewart Gardner Museum.

**Community:** A patron again generously donated the pass to the Seacoast Science Center. The Energy committee did some more weatherization of the library. The Historical Society and I met to discuss upcoming spring and fall events.

**Staff:** Michelle and Cheryl have been dealing well with the State Inter-Library Loan system being down. Well over one hundred e-mail requests came through daily for the last two weeks, and all were handled in an efficient manner.

**Library:** 224 new people joined the library this year for a total of 2,482 library users. A new “info board” is up and people are stopping and reading about all the events happening at the library.

<u>Circulation Statistics</u>	December 2011	January 2012
Athena*	3050**	3166
<b>Downloadable Books</b>	199 (Kindle-23, AdobeEPub-42, Mp3-40, WMA -94)	227 (Kindle-41, AdobeEPub -33, Mp3-44, WMA-109)
<b>Museum Passes</b>	26	14
<b>ILLs borrowed</b>	102	120

\*\*includes 12/31

\*Athena circulation does not include renewals, which are calculated on a yearly basis.

<u>Database Sessions</u>	December 2011	January 2012
Ancestry Library	0	0
Ebscohost	22	17
HeritageQuest	0	13
NewsBank	0	0

<u>Computer User Sessions</u>	December 2011	January 2012
Public Access	128	114
Wireless	51	77

**Visitor Count**

December 2011	January 2012
2327	2129

**Program Attendance**

	December 2011 # of Programs	December 2011 Attendance	January 2012 # of Programs	January 2012 Attendance
Adult	3	82	5	49
Youth	18	176	19	188
YA				