

Minutes of the Trustees Meeting

Date: July 11, 2012

Time: 5:00PM

Held: Lee Library

Minutes of June 13, 2012 Library Trustees Meeting and Minutes of the June 26, 2012 Work Session were accepted.

Finance/ Treasurer's Report: Treasurer's report was not in final form and will be presented at the Sept. Library Trustees Meeting. The Certificate of Deposit was renewed. (\$ 5740.21)

Library Director's Report: (separate document attached)

OLD BUSINESS

Senior community service employment: Sharon has a candidate for this position who will start in Sept. Sharon has asked the staff in what capacity this candidate could assist them. The candidate is also experienced with grant writing.

End of Fiscal Year: The annual audit will be done next month. Sharon is preparing for it. Cynthia and Katrinka will attend the audit along with Sharon. The Quick Books Program is in place.

NEW BUSINESS

Town Center Listening Session #2 is July 12th: Annie urged the trustees to submit their surveys. Some of the trustees will attend the meeting.

New Budget and Fiscal Year: The trustees will review the FY 2012-13 budget before the Sept. meeting.

Lee Little River Park FairSept.8: Annie will ask if the Agricultural Committee will front the money for the prizes for the dessert contest. The trustees agreed that their responsibility is to organize and judge the desserts. The library (Sharon) will organize and work at the Children's Craft Table.

The trustees have changed roles: Cynthia will be a fiscal consultant, Katrinka will be treasurer, Peg will be secretary and Bruce will be vice chair, Annie will continue as Chair.

Peg suggested that the trustees commit in the near future to 100% participation in donating to the LLCCF.

Sharon will notify the town administrator that the library needs its first quarterly town payment authorized by the selectmen at the Manifest Meeting on July 13th.

Trustees approved vacation days for Sharon on Sept. 13-14.

Sharon announced that Advantage Overdrive will become more user friendly with the addition of a link to a list of eBooks and audio books available to Lee Library patrons and that the On Line Catalog System (Atrium) has been updated.

Meeting Adjourned: 6:00 PM

Submitted by Peg Dolan, Secretary

Director's Report

July 2012

During the month of June an author visited (Brendan Dubois), a class on elder care was provided and 130 children attended the Summer Reading Kick-Off with Alex the Jester. Nine future baby-sitters attended the McGregor Institute course on babysitting, ensuring this should be an annual event.

The front portion of the ramp was replaced and plans confirmed with town administrator Julie Glover to replace the rest of the deck with the same type of lumber making for a safer entrance into the library.

Preparation for the new circulation system (coming in July) continued, with records sent, checked and affirmed. Collaboration with Back Bay networks is also ongoing in an attempt to make the move to a new system a seamless one.

Circulation	May 2012	June 2012		
Athena	3355	4047		
Downloadable Books	229 (Kindle-32, E-Pub-59, MP3 -52, WMA-86)	207 (Kindle-20, E-Pub-47, MP2-47, WMA-93)		
Museum Passes	14	18		
ILLs borrowed	112	73		
Online Resources	May 2012	June 2012		
Ancestry Library	232	116		
Ebscohost	16	26		
NewsBank	0	0		
Tech Access	May 2012	June 2012		
Public Access	100	133		
Wireless	78	38		
Visitor Count	May 2012	June 2012		
	2,407	2,425		

Programs	May # Programs	May 2012 Attendance	June # Programs	June 2012 Attendance
Adult	9	98	8	41
Youth	11	161	1	130
School Outreach	1	52		

Respectfully submitted,

Sharon Taylor, Director