

## LEE PUBLIC LIBRARY BOARD OF TRUSTEES' MEETING

DATE: June 12, 2013 TIME: 5:00 PM

HELD @ LEE LIBRARY

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Present: Annie Gasowski, Peg Dolan, Bruce Larson, Cynthia Giguere- Unrein, Katrinka Pellicchia, Sharon Taylor, library director.

Minutes of May 8, 2013 Meeting accepted.

Treasurer's report accepted. There is \$8495.41 in the operating budget, \$3626.04 in the non-lapsing account and \$5761.38 in the CD. The CD comes due June 27. The trustees agreed to keep the money in the current CD account and add \$367.00 received from the library basement sale.

Library Director's Report (see attached document)

### OLD BUSINESS:

- Tech Plan Update: Bruce and Sharon have been unable to get a volunteer for the tech committee. They are going to focus on a tech plan for the next five years which will include researching what other libraries have used in new buildings.
- NHLTA: The trustees got a lot of good ideas from the conference, especially the workshop given by the Newfield's trustee.
- Vision Statement: The trustees approved the Building Committee Vision Statement as written.
- Sign for the LPLCC: Allen Unrein and Don Quigley will begin work on the sign which will be placed on the site of the new LPLCC.
- Building Committee Update: At the request of Katrinka the BOS approved \$600 for the digging of soil pits at the site for the new building. Architect Dennis Mires will meet with the committee on June 27 at 7:00PM at the library.
- Foundation Board Update: Chair Carol Evans resigned for personal reasons. Peg will write a Thank You to Carol for all her work and commitment to the foundation.

### NEW BUSINESS:

- Draft of Bond Warrant Article: Cynthia will contact Julie Glover to get information on the tax ramification of the bond and in writing the warrant article for the Mar. 2014 vote.
- Lee Fair Committee: The fair will be at the Mast Way School Field this year. The library will have a table at the fair.
- Crier Deadline June 14: Peg will write the article for the Crier.
- Webinar Class: Sharon and Cheryl will take a class on "Facebook in the Library" on July 17.
- Vacation Time: The trustees approved two July vacation days for Sharon.
- Privacy Policy: Sharon and the trustees drafted a privacy policy and will vote on it at the next meeting.

**OTHER:**

- Heritage Committee: The Heritage Committee met to discuss the 250 Anniversary of Lee in 2016. Annie was unable to attend but will stress to the committee the importance of promoting the new LPLCC in their plans.
- Sharon instituted a procedure to make sure all staff is up to date on what is happening at the library.
- Sharon has a new volunteer for the library.
- Friends of the Library: The Friends agreed to fund three programs and renew Book Pages. The total for everything came to \$1,365.00.

Meeting adjourned at 6:16PM. Next regularly scheduled meeting is July 10, 2013 at 5:00PM at the library.

Director's Report  
June 2013

In May, forty people learned how one room school houses evolved in New Hampshire. This was made possible with a grant from the New Hampshire Humanities Council and was presented in conjunction with the Lee Historical Society.

Our last session of "You are Eat" focused on grains and local shopping. This series was part of our collaboration with the Lee Agricultural Commission and Backyard Farming Initiative. Each of the five different sessions was professionally filmed and will be available for our patrons to check out.

The New Hampshire Library Trustee Association's conference proved beneficial. Sessions I attended included Financial Policies, Evaluation of Staff and Working with Friends. New Hampshire Library Association's conference, "Creating Space: Why Libraries Matter", was held in May. I went to some very good sessions on creating space for children and teens and also learned about libraries in the eBook era.

Staff continues to prepare for the summer reading programs for children, teens and adults.

<i>Circulation</i>	<b>April 2013</b>	<b>May 2013</b>
<b>Atrium</b>	<b>2946</b>	<b>2857</b>
<b>Downloadable Books</b>	<b>43 Adobe EPub, 66 Kindle, 65 MP3, 79 WMA, 0 Open E-Pub Total 255</b>	<b>72 Adobe EPub, 53 Kindle, 84 MP3, 68 WMA, 2 Open E-Pub Total 279</b>
<b>Museum Passes</b>	<b>22</b>	<b>15</b>
<b>ILLs borrowed</b>	<b>103</b>	<b>137</b>
<b>Tents</b>	<b>2</b>	<b>7</b>
<b>Tables</b>	<b>4</b>	<b>8</b>
<b>Chairs</b>	<b>10</b>	<b>21</b>
<b>Meeting Room usage</b>	<b>40</b>	<b>30</b>
<i>Online Resources</i>		
<b>Ancestry Library</b>	<b>39</b>	<b>2</b>
<b>Ebscohost</b>	<b>10</b>	
<i>Tech Access</i>		
<b>Public Access</b>	<b>162</b>	<b>127</b>
<b>Wireless</b>	<b>88</b>	<b>88</b>
<i>Visitor Count</i>	<b>2302</b>	<b>2155</b>
<i>Classes/Events</i>	<b>April 2013 # of Classes/Events/Attendance</b>	<b>May 2013 # of Classes/Events/Attendance</b>
<b>Adult</b>	<b>14/221</b>	<b>10/120</b>
<b>Youth</b>	<b>21/355</b>	<b>16/190</b>
<b>Community</b>	<b>1 Cub Scout Scavenger Hunt/15</b>	

Respectfully Submitted,

Sharon Taylor,

Director