

LEE PUBLIC LIBRARY  
MINUTES OF THE TRUSTEES MEETING

Date: March 23, 2011

Time: 4:45 pm

Held at the Library

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

Minutes of last meeting: Accepted.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of 3/22, the operating budget was \$7445.57; the balance in the non-lapsing account was \$1046.15; and there is \$5,188.82 in the Special Projects Fund.

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

Old Business:

Formation of Library Community Center Foundation 501c3. The trustees reviewed Cynthia's draft and made suggestions. Lisa will e-mail the Manchester Library Foundation Articles of Agreement for comparison. Cynthia will incorporate suggestions into a new draft. Lisa will check with the Town Administrator about showing the document to the town lawyer. Cynthia will also contact Terry Knowles to see what her schedule is – and how far in advance the trustees need to make an appointment. Cynthia applied for the Whittemore School Corporate Consulting Project – WSBE will make a decision on April 11.

Election of Officers. The trustees agreed to keep the slate of officers the same: Peg, Chair; Annie, Vice-chair; Cynthia, Treasurer; and Katrinka, Secretary.

New Business:

Other. Library Staff Appreciation: The trustees will give Barnes and Noble gift certificates as thank-yous to the staff to coincide with National Library Week April 10-16.

The trustees discussed revisions to the library's personnel policy; Lisa will have a draft ready for the next meeting.

The meeting adjourned at 6:20 pm. The next regularly scheduled meeting is Wednesday, April 13 at 4:45 pm at the library.

## Lee Public Library Director's Report March, 2011

Closed 1.5 days in February 2011 due to inclement weather; closed 2 days in February 2010 due to power outage from wind storm

### Circulation Statistics for February 2011

- Athena circulations\*: **3107** ( - 54 from Feb. 2010)
- Downloadable Audio Books: **124** ( +33 from Feb. 2010). 17 ebooks
- Museum Passes: **29** ( -5 from Feb. 2010)
- Interlibrary Loans borrowed: **103**, including book group titles (-13 from Feb. 2010)

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

### Database Sessions for February 2011

- NewsBank: **0 sessions** (same as Feb. 2010)
- HeritageQuest: **33 sessions** (+ 3 from Feb. 2010)
- Ebscohost: **16 sessions** ( +14 from Feb. 2010)
- AncestryLibrary: **8 sessions** (not available in Feb.2010)

### Computer User Sessions for February 2011

- Public Access Computer: **133** ( -58 from Feb. 2010)
- Wireless Access: **25** ( - 29 from Feb 2010)

### Visitor Count for February 2011

- **1941** ( - 94 from Feb 2010)

### Program Attendance for February 2011

- Children's Programs: **14 programs** offered, attended by **234 patrons** (11 programs offered, attended by 239 patrons in 2010)
- Adult Programs: **7 programs** offered, attended by **66 patrons** (3 programs offered, attended by 45 patrons in 2010).

Adult programs included sock knitting and rug braiding workshops; First Aid Certification, motorcycle program, as well as monthly book discussion group and visit to Kirkwood corners. Children programs included Saturday craft activity, weekly story times and afterschool programs, and monthly book discussion group and Dog Days program. School Vacation week program featuring singer Judy Pancoast attended by 115 people (program offered jointly with Madbury and Durham Libraries)

### Friends of the Lee Public Library

Friends have a new banner to advertise their presence at town events/fundraisers. Friends approved renewal of the Museum of Science and Boston Children's Museum passes. Friends approved purchase of support materials for the Summer Reading Program.

## Other

- A representative from the NH Dept. of Labor paid a surprise visit to the library in early March. No violations were noted for the Library.
- Several Library employees participated in an eight week weight loss program sponsored by the Joint/Loss Safety Management Committee. Grant money was used to purchase food and toiletry supplies that reflected the total amount of pounds lost by the group, which was then donated to the Wilkinson Food Pantry at the Lee Church Congregational. Almost 90lbs. of food was donated to the pantry last Friday and participants gathered at the Library for a group photo that will be featured in the Local Government Center's newsletter.
- Lisa attended the CHILIS (Children Librarians of NH) spring conference on behalf of Scottie on Thursday, March 17. A performer's showcase was the highlight of the day, featuring storytellers, musicians and other performers eligible for funding through the Kids , Books and the Arts grant as part of the summer reading program
- Two teens have submitted photographs for this year's *Tell the Story of Winter* exhibit, on display through March
- Lisa has begun working on the NH State Library's FY09/10 annual report, due on April 30.