

LEE PUBLIC LIBRARY BOARD OF TRUSTEES' MEETING

DATE: MAY 8, 2013

TIME: 5:00 PM

HELD AT LEE LIBRARY

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

Minutes of April 10, 2013 Meeting accepted with revisions.

Treasurer's report accepted. There is \$14,437.87 in the operating budget, \$ 3,515.08 in the non -lapsing account and \$ 5,759.42 in the CD.

Library Director's Report (see attached document)

OLD BUSINESS:

- Tech Plan Update: Sharon and Bruce continue to seek a volunteer for the Tech Committee. Bruce discussed the importance of having a Tech Committee have input for the LPLCC building.
- NHLTA Workshop on May 20: Trustees will carpool to the conference.
- Timeline and agenda for the building committee: Sharon and the trustees have prepared an informational packet on the work the trustees have done for the new building for the members of the building committee. (Why Lee needs a Library Community Center, The composition and charge of the building committee, a timeline, a needs assessment, and a preliminary drawing of the design and site.) Annie recommended including a vision statement, Katrinka will draft one and e-mail it to the trustees The first meeting of the committee is May 23 at 7:00 at the library.
- Trustees discussed action items for upcoming months to include a sign for the site of the LPLCC, grant opportunities, and research new construction.

NEW BUSINESS:

- The trustees will hold a basement clearance sale June 1 from 9:00 – 12:00PM to dispose of items in the library basement.
- Popular software tutorials: The trustees agreed to purchase a program of software tutorials for patrons that Sharon suggested. The tutorials will be available on- line and Sharon will also offer classes at the library.
- Defibrillator: The library has acquired a defibrillator from the town safety committee.
- Time –Off Without Pay Employee Policy: The trustees reviewed and agreed with the policy as written.
- Year End Purchases: Sharon recommended and the trustees agreed to purchase a podium for guest speakers, the software tutorials, a staff computer, audio book cases, and downloadable advantage titles.
- Lee Fair: The library and the LPLCC Foundation will have a table at the fair and the trustees discussed the possibility of giving tours of the proposed LPLCC building site.

OTHER:

- The Library Book Worm Digest is now on the website.

- The Friends are preparing to hold a Holiday Farm House Tour in Dec. to benefit the Lee Library.

Meeting adjourned at 6:25PM. Next regular meeting is June 12 at 5:00Pm at the library.

Library Director's Report

May 2013

April was a popular month for people to get out and learn new things! 221 adults attended classes, workshops or events during the month. 209 children and parents came to the library for a variety of fun learning experiences. In addition to story times we offered a Babysitting Certificate class and a drop-in craft during vacation. Beyond the visitors here, 150 attended the vacation fun show- Toe Jam Puppet Band, held at the Oyster River High School, an event co-hosted with Durham and Madbury.

The State Report was completed and sent in. I finished an inventory of the school house cellar which we will review this month.

Michelle finished a big project of cleaning up the patron database. We have 2290 registered borrowers.

Cheryl is continuing to learn about the best ways to publicize our offerings through Facebook and other publicity options. She is also working with me on a summer reading program for adults The Friends will be giving \$100 dollars to go towards fun incentives.

Scottie is busy preparing for the Children's Summer Reading Program, *Dig into Reading*.

Beth is continuing to delete material from the local and state catalog as the deselecting of materials continues in order to make room for the new titles.

<i>Circulation</i>	March 2013	April 2013
Atrium	2978	2946
Downloadable Books	49 Adobe-E-Pub, 72 Kindle, 82 MP3 Audio, 71 WMA 2 OD Read, 1 Open E-Pub, Total 277	43 Adobe EPub, 66 Kindle, 65 MP3, 79 WMA, O Open E-Pub Total 255
Museum Passes	22	22
ILs borrowed	124	103
Tents	0	2
Tables	0	4
Chairs	0	10
Meeting Room usage	27	40
<i>Online Resources</i>		
Ancestry Library	0	39
Ebscohost	12	10
<i>Tech Access</i>		
Public Access	135	162
Wireless	76	88
Visitor Count	2233	2302
<i>Classes/Events</i>	March 2013 # of Classes/Events/Attendance	April 2013 # of Classes/Events/Attendance
Adult	9/118	14/221
Youth	18/168	21/355
Community	1 Cub Scout visit/5	1 Cub Scout Scavenger Hunt/15

Respectfully submitted,

Sharon Taylor, Director