

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date: November 10, 2010

Time: 4:45 pm

Held at the Library

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

Minutes of last meeting: Accepted.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of 11/9, the operating budget was \$7886.17; the balance in the non-lapsing account was \$645.63; and there is \$4,174.59 in the Special Projects Fund.

Library Statistics: In October, circulation was 3404, a decrease of 671 from Oct '09 (however, that was a month where there was abnormally high usage); use of the public access computers was 185, a decrease of 29; wireless usage was 34, a decrease of 7. There were 111 checkouts of downloadable audio books – an increase of 4 (9 of these were e-books).

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

Old Business:

Town Center Steering Committee Update. The next meeting will be November 18 at 7 pm. Lisa and Peg will attend as usual; Katrinka will also go, in order to help discuss the meeting she, Lisa and Cynthia had with Terry Knowles and to talk about the necessity of forming a Foundation. Katrinka will e-mail Jim Griswold, the chair of the committee.

Budget FY 2011-2012. The trustees met with the Advisory Budget Committee on Oct 27. On the recommendation of committee member Karen Long, Lisa is getting an estimate on new furniture from W.B. Mason -- which could result in a lower price. Lisa met with Bob Smith to discuss the CIP, no dollar figure has been suggested for the amount to be placed in the Capital Reserve Fund; it's still unclear how the total cost for the library/community center will figure in the CIP – since the entire amount will not be bonded. Lisa also mentioned that the state has said there could be a beta version of the state-wide automated system (which she has included in the CIP with a placeholder dollar amount) could be available by the end of December.

Bulletin Board Policy. The trustees approved the policy.

New Business:

501(c)(3) / Lee Public Library Foundation. Lisa, Cynthia and Katrinka reported on their meeting with Terry Knowles; the trustees agreed that they should move towards forming a foundation – Lisa, Peg and Katrinka will talk about this with the Steering Committee on 11/18.

Trustee Elections. Peg and Bruce agreed to run for another term.

NH Secretary of State non-profit report. Lisa received a notice about renewing a tax ID number; since the number has never been used (the library uses the town's), she will call to about letting it lapse.

Town Personnel Policy. The town is in the process of revamping its personnel policy; it will be discussed at the Dept. Head Meeting on 12/1 – there will also be a meeting on 11/18. Lisa will attend both these meetings as a listener, and will report to the trustees if there are any changes they will need to make to the library's policy in order to be compliant and current with state requirements.

Other. The next Town Crier deadline is 11/30. The trustees agreed that their article should talk about the value of the library to the town vs.the cost. The trustees approved Lisa's vacation request for the days of Dec. 27-28.

The meeting adjourned at 6:40 pm. The next regularly scheduled trustee meeting will be Dec. 7 at 4:45 pm at the library. The meeting will be on a Tuesday in order that consultant (and Advisory Budget Committee member) Karen Long can attend and share her experiences with forming a 501(c)(3) with the trustees.

Lee Public Library Library Director's Report November 10, 2010

Friends of the Lee Public Library

Friends will be hosting a free holiday concert featuring the popular Manchester, NH Irish band: The Black Pudding Rovers on Sat. Dec. 4 at 6:30 p.m. at the Grange Hall. The concert will immediately follow the annual lighting of the Holiday tree at the triangle , which will take place at 6pm. Light fare will be available for a small donation.

Seating Area

All items for the children's seating area have been ordered, and most received, with the exception of the new magazine rack, which should arrive mid-month. ORPP and the Friends have indicated their donation checks should be arriving soon.

Staff Training / Professional Meetings

Beth will be attending an EBSCOhost training workshop at the NH State Library on November 16. Lisa will be meeting with Tom Madden and Nancy Bergeron, Directors of the Durham and Madbury Public Libraries respectively, on November 16. We will each provide an update as to our respective building projects and will discuss joint programming possibilities.

Volunteers

Elanor Pickens is updating the Library's Facebook page and the new book listing available on LibraryThing. She also sorts through donated materials and tidies the book sale shelves. Linda LaRoque is currently conducting an inventory of the children's picture book collection. Nancy Garnhart will be providing assistance in reconstructing the library's book order database in Microsoft Access. Joanne Reed receives all new book orders, updates the NY Times Book Review list, and other tasks as needed. Alka and Pam come to the library on Mondays as part of the Newmarket High School's "School to Work" program. Alka shelves the picture books and videos/DVDs, updates the sandwich board sign, and does other tasks as assigned.

Library Programs

16 children made stained-glass pumpkins as part of the October Make-It, Take-It Craft

4 patrons attended the adult tea party.

4 adults attended the initial daytime knitting group gathering

8 adults attended the First Aid workshop presented by McGregor EMS

57 people attended the Indian Wars of New England presentation.

Other

Chris from W.B. Mason will provide estimates and recommendations for ergonomic keyboards, chairs and monitor arms.

Lisa and Scottie are trying to make a dent in weeding the collection; shelf space is at a premium.