

## LEE PUBLIC LIBRARY BOARD OF TRUSTEES' MEETING MINUTES

Nov. 13, 2013 4:00 pm

### Lee Public Library

Present: Annie Gasowski, Bruce Larson, Cynthia Giguere- Unrein, Katrinka Pellecchia, Sharon Taylor.

The minutes of the October 9 meeting, the Treasurer's Report and the Library Director's Report were accepted. There is \$9591.52 in the operations account, \$2494.58 in the non-lapsing account and \$6118.58 in the share account.

#### Old Business

**Building Committee Update.** The floor plans for the new building are being revised, as the construction estimate was too high. The next meetings are Nov. 14, Nov. 21; the committee will present an update on the project to the Select Board on Nov. 25, and hope to schedule the 1<sup>st</sup> public information session on Dec. 4.

**Library Logo contest.** Sharon has been in touch with the art teacher at Mast Way. Annie announced that there is also a contest for a logo for the 250<sup>th</sup> anniversary.

**Budget revisions, meeting with ABC/BOS.** The revised budget – which includes all the costs of running the library, including what the town pays directly – will be presented on Nov 21 at 7 pm. Joanne Clancy will send the amounts the town pays (heat and other building expenses, benefits) to Sharon. The budget will reflect the Town Administrator's guidelines as to what to include; making certain that all cost involved in running the library are clearly defined. The trustees agreed that the Asst/Circulation Librarian position should be increased to 35 hours, and that they would follow town policy concerning benefits.

#### New Business

**UNH Broadband test.** The test is in place.

**Website Development.** Annie took the webinar, with Piperweb. There is a \$350 cost to the setup, \$600/year to host. The trustees agreed to think about doing this in the future, as it would be an improvement.

**Grant Writing Opportunity.** Cynthia informed the trustees about Family Space; Sharon will talk to other librarians to see if there are benefits to the program. Cynthia recommended Deb Sugerman, who is on the board of the FOL, has experience in grant writing.

**Nov 22<sup>nd</sup> event.** Foundation board member Katrin Kasper is putting together goodie bags with a craft for the children, there will be handouts – updated FAQ, I Want to Help cards.

The meeting adjourned at 5:30 pm. The trustees will meet with the Select Board on Dec. 9 to discuss the bond; Sheila St. Germain from the municipal bond bank will attend. The next regularly-scheduled meeting will be Wed, December 11 at 5 pm at the library.

**Director's Report  
November 2013**

The number of meetings are beginning to ramp up around the new library community center building. The building committee is meeting at least twice a month and also some of us are attending the BOS meetings to update on the progress made. I attended a meeting with the Durham and Madbury directors at the new Durham Public Library where we discussed what is involved in a library building project. I attended a night meeting with the Portsmouth library director, a private citizen and members of the Lee Public Library Community Center Foundation and heard how they raised money. Work on the library budget continues. Twelve classes/events for adults and nineteen for children ensured every meeting spots were taken up most days and nights they were available. The Friends are putting the finishing touches on the Holiday Farm Tour, tree lighting and concert for Dec. 8.

<i>Circulation</i>	September 2013	October 2013	
<b>Atrium circulation</b>	<b>2612</b>	<b>2963</b>	
<b>Downloadable Books</b>	<b>91 Adobe EPub, 74-Kindle, 1-EPub, 144-MP3 Audiobook, 3-OD Read, 72-WMA Audiobook, 3-One Step Audio, 11- One Step Ebooks Total 399</b>	<b>Format</b>	<b>Checkouts</b>
		<b>Adobe EPUB eBook</b>	<b>76</b>
		<b>Kindle Book</b>	<b>47</b>
		<b>Open EPUB eBook</b>	<b>2</b>
		<b>OverDrive MP3 Audiobook</b>	<b>92</b>
		<b>OverDrive READ</b>	<b>8</b>
		<b>OverDrive WMA Audiobook</b>	<b>60</b>
		<b>Onestep(Audiobook)</b>	<b>2</b>
		<b>Onestep (eBook)</b>	<b>10</b>
		<b>Total Formats: 8</b>	<b>Total Checkouts: 297</b>
<b>Museum Passes</b>	<b>10</b>	<b>13</b>	
<b>ILLs borrowed</b>	<b>106</b>	<b>110</b>	
<b>Tents</b>	<b>6</b>	<b>6</b>	
<b>Tables</b>	<b>2</b>	<b>12</b>	
<b>Chairs</b>	<b>10</b>	<b>20</b>	
<b>Meeting Room usage</b>	<b>21</b>	<b>37</b>	
<i>Online Resources</i>			
<b>Ancestry Library</b>	<b>44</b>	<b>53</b>	
<b>Ebscohost</b>	<b>36</b>		
<b>Learning Express</b>	<b>6</b>	<b>Learning Express</b>	
		<b>Home &amp; Login</b>	<b>63</b>
		<b>Learning Center</b>	<b>87</b>
		<b>My Center</b>	<b>13</b>
		<b>More Info</b>	<b>4</b>

This is a more accurate representation of how busy this learning site is. The previous month indicates the registrations only.

		<b>Help</b>	<b>3</b>
		<b>Registration</b>	<b>9</b>
		<b>Totals page hits</b>	<b>179</b>
<i>Tech Access</i>			
<b>Public Access</b>	<b>115</b>		<b>104</b>
<b>Wireless</b>	<b>106</b>		<b>97</b>
<i>Visitor Count</i>	<b>2117</b>		<b>2397</b>
<i>Classes/Events</i>			
<b>Adult</b>	<b>5/37</b>		<b>12/139</b>
<b>Youth</b>	<b>10/121</b>		<b>19/234</b>
<b>Community</b>	<b>Assisted Kirkwood Corner, Community Neighbor Pet Drive Lee Fair 100s! 3<sup>rd</sup> grade visits- 65</b>	<b>First visit of the year to area daycares.</b>	

Respectfully submitted,

Sharon Taylor  
Director