

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date: October 13, 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 Oct. 10, the operating budget was \$3621.28; the balance in the non-lapsing account was \$492.69; and there is \$4,171.04 in the Special Projects Fund.

Library Statistics: In September, circulation was 3444, a decrease of 216 from Sept '09; use of the public access computers was 184, a decrease of 93; wireless usage was 47, a decrease of 19. There were 85 checkouts of downloadable audio books – a decrease of 5 (17 of these were e-books).

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

Old Business:

Town Center Steering Committee Update. The next meeting will be October 14 at 7 pm. Chris Hamm, who led the successful fundraising campaign for the Hopkinton Library, will talk to the committee. Katrinka and Cynthia will attend along with Lisa and Peg.

Friends Tea. The Appreciation Tea is Sunday, Oct 17, at Cynthia's home from 2-4. Annie will print out a certificate to present.

New Business:

Preliminary Budget Review for 2011-2012. Lisa will submit a place-holder figure of \$6000 for a future automated system for the CIP; the trustees agreed to ask for \$100,000 to be placed in the capital reserve fund – per the CIP plan, to raise the library page's salary to \$10/hour, to follow the guidelines outlined in the Pay Classification Study to raise the library director's salary to an appropriate step, and if the town grants an cost-of-living increase to its employees, to raise the library salaries by an equivalent amount.

Bulletin Board Policy. The trustees agreed to accept postings larger than 8 ½ x 11" only if space is available and to accept help-wanted postings for a period of two weeks. Lisa will e-mail these policy changes to the trustees for final approval at the next meeting.

Other. Cynthia, Katrinka and Lisa will meet with Terry Knowles on Thursday, Oct 21 – Cynthia will finalize the time. The trustees approved Lisa's vacation request for the week of February 21.

The meeting adjourned at 6:25 pm. The trustees will hold a budget work meeting on Tuesday, Oct. 26, at 5 pm at Peg's home, to finalize budget amounts before the meeting with the Advisory Budget Committee on Oct. 27. The next regularly scheduled trustee meeting will be Nov. 10 at 4:45 pm at the library.