

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date: September 21, 2010

Time: 4:45 pm

Held at the Library

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

Minutes of last meeting: Accepted with correction.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of Sept. 21, the operating budget was \$3912.01; the balance in the non-lapsing account was \$320.69; and there is \$4,167.61 in the Special Projects Fund.

Library Statistics: In July, circulation was 4342, a decrease of 68 from July '09; use of the public access computers was 179, a decrease of 40; wireless usage was 99, an increase of 2. There were 118 checkouts of downloadable audio books – an increase of 43 (13 of these were e-books). In August, circulation was 3936, a decrease of 2 from August '09; public access computer usage was 217, a decrease of 16; wireless usage was 106, an increase of 15; and there were 120 checkouts of downloadable audio books, an increase of 37 (eight were e-books).

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

Old Business:

Town Center Steering Committee Update. Peg and Lisa attended the meeting on August 24. The committee has reviewed the needs/wants assessment for both the library and the town hall, looked into selling gravel that will be dug out of the building site and is investigating other costs. The committee has asked that the library as well as the other departments who will use space in the new buildings look into reducing their space requirements; the trustees agreed that this should not be the steering committee's focus – and will draft a letter to the chair. Cynthia will talk to the UNH architect about typical costs per square foot; Bruce will contact the Red Cross to see what exactly is involved in being designated a shelter during emergency situations.

Meeting with the NH Survey Center. Cynthia, Annie, Katrinka and Lisa met with two research associates on 9/20/2010 to explore the possibility of creating a library survey that would go to the citizens of Lee. The meeting was informative; the trustees agreed that it may be too soon to instigate a survey and that there may not be a need for one. Cynthia will talk to library consultant Barbara Doyle-Wilch.

E-Reader. The trustees agreed that there is no need for the library to purchase e-readers for patron use.

New Business:

Friends of the Library. The trustees will host an Appreciation Tea on October 17 at Cynthia's home for the Friends Executive Board – as a thank-you and a kick-off to Friends of the Library Appreciation Week. They will also prepare a Certificate of Appreciation that will be presented.

Department Head Pay Comparisons. The trustees agreed to look at salaries within the town as a preliminary step to making certain the pay for the director position is equitable.

Other. The trustees agreed to make up the difference between the cost of the new seating in the children's area and the amount already donated by the Friends of the Library and the Oyster River Parents of Preschoolers. The trustees agreed that instead of using a vacation day for her absence on 9/15, Lisa should count it as a bereavement day.

The meeting adjourned at 6:11 pm. The next regularly scheduled meeting will be October 13 at 4:45 pm at the library.

Lee Public Library's Director Report September 21, 2010

Oyster River Parents and Preschoolers

Rachel Deane, representative of the Oyster River Parents of Preschoolers (ORPP), has informed the library staff that the group makes an annual gift of an item valued up to \$500 to a local nonprofit organization and that this year the library has been selected as the designated recipient. Scottie Robinson has indicated several items such as an area rug, seating, or a magazine rack that the group may consider for purchase that would be used to create a seating area in the rear of the children's section.

Friends of the Lee Public Library

The Friends will be hosting a free Holiday concert on Saturday, December 4 at 6:30 p.m. at the Grange Hall, immediately after the town tree lighting ceremony. The Black Pudding Rovers, a 9 piece band, will entertain with holiday and Celtic music.

The Friends have earmarked \$500 to match the \$500 gift from the Oyster River Parents and Preschoolers (ORPP), to be put towards the purchase of items for the seating area.

The Friends are creating bookmarks to hand out to patrons during National Friends of Library Week. (Oct. 17-23).

Staff Meeting – August 20, 2010

Staff discussed the 2010 Summer Reading Program. Registration numbers for children were just about the same as previous year: 2 – 5 years (36), 6 – 8 years (44), 9 – 12 years (28). More teens signed up than previous year (19). 483 people attended 12 programs, including 64 at the finale. Future plans include offering teen programs, involving more staff in the planning and implementation of the adult program, and looking at offering programs at different times/schedule to not conflict with summer school schedule.

Staff also reviewed ongoing circulation desk/shelving issues. Michelle Stevens has created a shelving "cheat sheet" to assist staff in shelving new materials.

Fall Programs

Cheryl Adams will be offering a series of monthly craft workshops geared for adults and teens and will be facilitating a daytime "drop-in" knitting group. Programs held in conjunction with the Lee Historical Society will focus on NH Artists (through the Currier Gallery of Art) and the Indian Wars of New England (through the NH Humanities Council). Story time has resumed and the after school, 5th and 6th grade book group and READS programs begin in October. Monthly Saturday drop in craft programs for children are being offered. A tea party for grownups is planned for October and first aid and CPR workshops through McGregor EMS will be held. September adult book group was lively and participants recommended titles for future discussions.

Town Personnel Policy

The Board of Selectmen is reviewing several changes to the town's personnel policy, which will be presented at a future department head meeting.