

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date: Sept 14, 2011

Time: 4:45 pm
Library

Held at the Lee

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

Minutes of last meeting: Accepted.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of 9/14/11, the operating budget was \$6,648.24; the balance in the non-lapsing account was \$1578.14; and there is \$5,711.68 in the Special Projects Fund. The audit was successful; the auditor did make some recommendations about instituting stricter internal controls regarding book sale income, copier income, etc.

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

Old Business:

Foundation Update. The Foundation has been approved by the state; Cynthia will now start work on obtaining the 501(c)(3) non-profit status. The first meeting is scheduled for September 20 at 7 pm.

New Business:

Employment Policy. Sharon will research what other libraries state in their policies and e-mail an amendment to the trustees so that it may be approved at the next meeting.

E-readers/Library Programming. The library now has a Nook and will shortly acquire a Kindle. The trustees discussed the E-reader lending policy; Sharon will e-mail a draft in advance of the next meeting. She has scheduled an E-reader night to introduce the devices on Nov. 28. Sharon has also been talking to the Astronomical Society and is investigating getting a telescope that could be available to library patrons for two-week checkout. Sharon is also looking into exploring new ways of marketing the library and its programs.

Little River Fest/Old Home Day. The library is selling tickets to the Harvest Dinner; the trustees will discuss participation at the 9/20 Foundation meeting.

Board of Selectmen's Meeting, Sept 26 @ 6 pm. The trustees will update the Selectmen about the Foundation's status and discuss planning for the new library, naming policies, etc..

Advisory Budget Meeting. The trustees agreed that the suggested date of October 4 is too soon for them be adequately prepared; Annie will contact Scott Bugby to re-schedule later in the fall.

Other. Because of changing vendors, there was an unanticipated expense in getting the copier removed. The trustees asked Sharon to bring the copier contracts to the next meeting.

The meeting adjourned at 6:30. Depending on the response from the ABC, the trustees agreed to schedule a work session to discuss the FY2012-13 budget. The next regularly scheduled meeting will be on Oct 12 at 4:45 pm at the library.

Library Director's Report
Wednesday, September 14, 2011

Staff training on the new copier was completed in August. The trainer found a few features not working. They have since been fixed. The mandatory hazardous materials training class was attended in September by Sharon Taylor, Scottie Robinson, Michelle Stevens. This completes the training for all staff.

Friends of the Lee Public Library The Friends will be hosting another Holiday Concert this year, Saturday, Dec. 3 after the Tree Lighting ceremony. They are also planning a Holiday House tour featuring Lee Taverns on the 11th of December. During Lee Fair Day the members sold t-shirts, totes, aprons and inspired seven new members to sign up!

Lee Public Library and Agricultural Committee Programs Sharon met with the committee and roughed out upcoming programs.

New Materials Nook purchased ready for policy overview. Talking stages with the Astronomical society of getting a telescope for check out.

Fall Programs Programming for adults includes E-Readers night, craft nights, agricultural programs, book discussions and more to be announced.. The staff is currently looking at Implementing new ways to promote events.

Community The Library is selling tickets for the Old Home Day dinner. Promoted Library card sign up month at Dept Head meeting, and we have new patrons because of it..

Circulation Statistics July and August

	July 2010	July 2011	+/-
Athena	4342	3886	-456
Downloadable Books	123 (13 ePub, 15 MP3, 95 WMA)	139 (40 ePub, 18 MP3, 81 WMA)	+16
Museum Passes	43	26	-17
Interlibrary loan	93	91	-2

	August 2010	August 2011	+/-
Athena	3936	3752	-184
Downloadable Books	125 (8 ePub, 17 MP3, 100 WMA)	167 (47 ePub, 22 MP3, 98 WMA)	+42
Museum Passes	NA	26	
Interlibrary loan	82	108	+26

Databases Sessions July and August

	July 2010	July 2011	+/-
NewsBank	0	1	+1
Heritage Quest	276	44	-232
Ancestry.com	NA	13	13
Ebsco Host	25	26	+1

	August 2010	August 2011	+/-
NewsBank	0	0	
Heritage Quest	785	158	-627
Ancestry.Com	NA	0	
EbscoHost	25	26	+1

Visitor Count July and August

July 2010	July 2011	
2,640	2,656	+16
August 2010	August 2011	
2,748	2700	-40

Program Attendance July and August

	July/August 2010 # of Programs	July/August 2011 # of Programs	+/-	July/August 2010 Attendance	July/August 2011 Attendance	+/-
Youth	12	11	-1	483	402	-81
YA	1	1		19	12	-7
Adult	1	2	+1	29*	14	-15

*Number registered for reading program, no reading program for adults in 2011

Computer Usage Sessions July and August

	July 2010	July 2011	+/-
Public Access	179	145	-34
Wireless	44	53	*+9
	August 2010	August 2011	
Public Access	217	150	-67
Wireless	106	54	-52