

**LEE PUBLIC LIBRARY BOARD OF TRUSTEES' MEETING**

**DATE: SEPT. 11, 2013 TIME: 5:00 PM**

**HELD @ LEE LIBRARY**

Present: Annie Gasowski, Peg Dolan, Bruce Larson, Katrinka Pellecchia, Sharon Taylor.

Minutes of Aug.14 2013 Meeting accepted. Minutes of Sept 3, 2013 Work Session accepted.

Treasurer's report accepted. There is \$ 4866.25 in the operating budget, \$ 2143.56 in the non -lapsing account and \$ 6114.48 in the CD.

Library Director's Report (see attached document)

**OLD BUSINESS:**

Peg will write thank you notes to Ray Comita and Kent Kasper for their help in erecting the sign for the LPLCC.

Lee Fair Day Recap: The trustees thought the new site for the Fair worked well. Sharon needs more help at the library table next year. The trustees will enlist the support of the Friends and Foundation members.

Building Committee Update: The Building Committee is reviewing the proposals submitted by the construction management companies for the LPLCC building.

NH Municipal Bond Bank: Peg will contact Sheila St Germaine to set up a meeting with the BOS in Dec 2013.

**NEW BUSINESS:**

The trustees voted to accept the job description revisions brought forth by the library director. Salaries will be discussed during the budget process for FY 2014-2015.

Budget Preparations: Katrina and Sharon will prepare a draft of the FY 2014- 2015 budget for the trustees to review at the Oct. 9 trustee meeting.

Public Relations Update: Sharon suggested having a library logo contest. Sharon will contact Oyster River art teachers to get student involvement. The trustees will email Sharon some suggestions.

**OTHER:**

The trustees approved the following vacation dates for the library director: Oct 11, Oct 15 and 16 2013.

Annie will submit an article on the bond process to the Lee Crier.

The trustees will attend the Recreation Committee meeting on Sept 18 to give their import for Library/ Rec activities.

Meeting adjourned at 6:30 PM

**Director's Report  
September 2013**

Lee Public Library was well represented at the Lee Fair with tables for the Friends, the Foundation and the Library. Children came in droves to decorate the painters' caps and bookmarks (which had library information on the other side). Many adults came by to talk about the plans for the new library! Our two pop-up tents that we lend out to the community came in handy for us that day as throngs explored the information available.

At our September staff meeting we decided to each learn more about the great online services the library offers and at the January staff meeting we will teach each other what we learned. Staff evaluations were completed in September. Overdrive offered a user assistance webinar, and many different ways to help our e-reader customers were discussed. The information on how to access the archived class was sent to staff.

<i>Circulation</i>	<b>August 2013</b>	<b>September 2013</b>
<b>Atrium</b>	<b>3201</b>	<b>2612</b>
<b>Downloadable Books</b>	95 Adobe EPub, 1 Adobe pdf, 57 Kindle, 1 Open E-pub, 93 MP3, 2 OD Read, 79 WMA audio, 5 One Step Audio, 8 One step Books <b>Total 341</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 <b>Total 399</b>
<b>Museum Passes</b>	<b>24</b>	<b>10</b>
<b>ILLs borrowed</b>	<b>100</b>	<b>106</b>
<b>Tents</b>	<b>8</b>	<b>6</b>
<b>Tables</b>	<b>10</b>	<b>2</b>
<b>Chairs</b>	<b>30</b>	<b>10</b>
<b>Meeting Room usage</b>	<b>6</b>	<b>21</b>
<i>Online Resources</i>		
<b>Ancestry Library</b>	<b>94</b>	<b>44</b>
<b>Ebscohost</b>	<b>19</b>	<b>36</b>
<b>Learning Express</b>	<b>8</b>	<b>6</b>
<i>Tech Access</i>		
<b>Public Access</b>	<b>134</b>	<b>115</b>
<b>Wireless</b>	<b>112</b>	<b>106</b>
<b>Visitor Count</b>	<b>2431</b>	<b>2117</b>
Classes/Events		
<b>Adult</b>	<b>4/48</b>	<b>5/37</b>
<b>Youth</b>	<b>2/67</b>	<b>10/121</b>
<b>Community</b>	Assisted Kirkwood Corner, Community Neighbor Pet Drive Lee Fair 100s! 3rd grade visits- 65	

Respectfully submitted,

Sharon Taylor  
Director