

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date February 14, 2008

Time: 4:45

Held at the Library

Present: Peg Dolan, Carol Evans, Annie Gasowski, Cynthia Giguere-Unrein, Katrinka Pellecchia, Lisa Morin

Minutes of last meeting: Accepted, with corrections.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of February 6, the operating budget was \$11,987.34. The balance in the non-lapsing account was \$2523.98.

Library Statistics: In January 2008, circulation was 3658 (an increase of 99 over Jan '07); computer usage was 205 (an increase of 28); and wireless usage was 28 (an increase of 23). There were 75 checkouts of downloadable audio books – an increase of 19.

Old Business:

Town Center Update. The Town Center Concept Report was discussed – Katrinka and Lisa will pass along the trustees' suggestions and corrections to the TCC.

IRS/EIN Update. Carol has sent a letter to the IRS, asking to confirm our tax-exempt status. We await their response.

Public Access Policy. Approved as amended.

Gates Grant Update. The library is in the second round of applications; Lisa should know by the beginning of April.

Brentwood Library Visit. Peg, Cynthia, Annie and Katrinka visited the Brentwood library on 2/9/08 and were very impressed with the building and the level of community involvement in the actual construction and furnishings.

New Business:

Step Increases/Staff evaluations. The trustees agreed to hire the same consultant the Town of Lee is using, the cost is \$875. Lisa will consult with a human resource specialist at the local Government Center to see if there is a better way to do staff evaluations. Carol talked to Diane about how the town handles bonuses, Diane has a "special awards and bonuses" line in her administrative budget; bonuses are awarded when an employee goes "above and beyond" his/her job description. The trustees will look at including a line item for staff recognition/merit increases in the budget for 2009-10, as well as possibly finding a way to recognize library employees at the town's Christmas lunch, when town employees are honored.

New Trustees Handbooks. Lisa passed out copies

People Counter. The trustees approved the purchase of a “people counter” that will measure how often the door is opened at a cost of \$375. This will give a better idea of patron usage.

Robert and Karin Finley Foundation Challenge. Lisa has asked for more information.

Cell Phone Usage. Signs will be posted in the library asking that patrons refrain from using their cell phones “as a courtesy”; Carol suggested that Lisa have cards made that she can discreetly hand to someone who is using their cell phone.

Friends of the Library. There will be a tea on Saturday May 3.

Other. Lisa will draft a new damage policy that will include a charge for minor damage that requires repair. Lisa requested vacation the week of August 11.

The meeting was adjourned at 6:30 pm; the next scheduled regular meeting is Wednesday, March 19 at 4:45 pm.