

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date January 10, 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 correction

Finances/ Treasurer's Report: Treasurer's report was accepted. As of January 9, the operating budget was \$6089.38. The balance in the non-lapsing account was \$2318.28.

Library Statistics: The bad weather and snow closings affected usage: In December 2007, circulation was 2549 (an decrease of 432 over Dec '06); computer usage was 176 (an increase of 4); and wireless usage was 23 (an increase of 19). There were 60 checkouts of downloadable audio books—an increase of 15.

Old Business:

IRS Update. Diane has informed Carol that if the library were to use the town's EIN, all funds could fall under the jurisdiction of the town treasurer. The trustees voted to retain their current (newly-assigned) EIN. The treasurer will send year-end financial statements to the IRS supporting our non-profit status; the annual reporting will be monitored—if the task becomes too onerous, the use of the town's EIN will be revisited.

Trustee Candidates. A candidate has committed to running for the trustee position to be vacated by Carol.

Staff Feedback. The trustees reviewed the issues/questions associated with policies and will consider exploring policy changes related to hours of operation, new priorities in collection development (audiobooks, DVDs, magazines) if Lisa recommends doing so. The trustees are grateful for this staff initiative.

Policies. The revised Surplus Property and Library Supplies Policy and the revised Bulletin Board and Display Usage Policy were approved.

New Library Planning. The trustees reviewed the document "New Library Planning" formerly the "Needs/Wants Worksheet." The visit to the Brentwood Library has been rescheduled for February 2.

Town Center Update. Lisa and Katrinka reported on the Jan 10 meeting. The next meeting is Jan 18, at 9 am. Katrinka and Peg will represent the trustees.

New Business:

Library Staff Appreciation. In light of what the town has done, the trustees discussed the issue of bonuses. Carol will talk with Diane to see how the town utilizes monies from their budget. The trustees will also research step increases and a payscale that takes longevity into account.

Sexual Harrassment Policy. The policy was approved with minor text changes.

Other. The trustees agreed that computers should be shut down 15 minutes before the library's closing.

Lisa will draft a policy to be reviewed at the February meeting.

Lisa announced that the library has passed the first round, and is still being considered for a Gates computer grant.

The CIP has asked for a “filler” paragraph—describing the need for a new library. Katrinka will prepare one.

The meeting was adjourned at 7 pm; the next scheduled regular meeting is Thursday, February 14 at 4:45 pm.