

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date July 9, 2008

Time: 4:45

Held at the Library

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

Minutes of last meeting: Accepted with correction.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of June 27, the operating budget was \$2837.17. The balance in the non-lapsing account was \$718.34.

Library Statistics: Circulation was 3803 (a decrease of 86 from June '07); computer usage was 231 (an increase of 11); and wireless usage was 22 (a decrease of 9). There were 37 checkouts of downloadable audio books—an increase of 2.

Old Business:

Town Center Committee. The committee is drawing up lists of pros and cons for each town-owned property and will present them at the public information session on Wed, July 23.

Bank Account/Investment Policy. Since the library's status as a government entity appears to be in effect, the library will keep its own EIN. Cynthia is preparing a memo to the Selectmen discussing the reason for changing banks; Peg and Bruce will present it at the Selectmen's meeting on August 11.

Pay Classification Study/Draft of revised job description. Before he went on medical leave, Barry Cox did send information back to Lisa—she and the staff will get to it after the July reading program (one of their busiest times) ends.

New Business:

2006/2007 NH State Library Annual Report. Lisa reviewed this with the board.

Library Employee Handbook revisions. The board made some suggestions for "tweaking" which Lisa will have ready for the next meeting..

Insurance liability coverage. This is on file, it gets revised every year; currently there is \$2000/occurrence.

Library RSAs for March 2009 Town Meeting. As part of the research conducted during the development of an investment policy, the trustees discovered that the Town has never approved and adopted RSA 202-A:4-d, which permits Library Trustees to accept gifts of personal property, and RSA 2-2A:11 which permits the library to retain money received from its income-generating equipment such as the photocopier. The trustees plan to present these at the next Town Meeting.

Other. The board approved a vacation request for Lisa Morin in late December.

The meeting was adjourned at 6:25. The next scheduled regular meeting is Wednesday, September 10 at 4:45 pm.