

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date June 11, 2008

Time: 4:45 p.m.

Held at the Library

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

Minutes of last meeting: Accepted.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of June 11, the operating budget was \$5224.87. The balance in the non-lapsing account was \$3050.61. The audit will take place at the end of July.

Library Statistics: Circulation was 3396 (an increase of 122 from May '07); computer usage was 196 (a decrease of 53); and wireless usage was 22 (an increase of 7). There were 40 checkouts of downloadable audio books – a decrease of 2. It was thought that the decrease in computer usage could be due to a wait for computers.

Correspondence. The trustees received thank-you notes from Christy Glypfe and Meghan Noone.

Old Business:

Town Center Committee. The committee has walked all the sites and is compiling a list of pros and cons for each one. There is no date set yet for the next meeting – a public information session is scheduled for Wed, July 23.

Bank Account/Investment Policy. Cynthia has opened a bank account (there will actually be three separate accounts – Operating, Non-Lapsing and a CD account – under the same number) at Northeast Credit Union. The account with Ocean will remain active until the end of the fiscal year. The trustees approved an Investment Policy, which will be posted on the website. The town was contacted regarding the development of the policy, but we never heard back. There is still some question/conflicting opinions regarding the tax ID number – whether we should have our own or continue to use the town's. Cynthia will be in contact with the State Attorney General office – the trustees authorized her to make the appropriate changes as necessary.

Pay Classification Study. The staff has finished their portion and the information has been sent to Barry Cox. Due to his upcoming surgery, there is no timeline for completion.

New Business:

Library Seminars. Peg and Bruce reported on the respective seminars they attended.

End-of-year expenditures. The trustees approved the list as proposed.

Other. The library has received a Kids, Books & The Arts grant of \$125 to help with the Summer Reading Program; the Friends contributed \$150 in seed money.

The library had its regular safety inspection and will need to make some corrections (bolting bookcases into the wall, safety plugs on outlets); one violation that cannot be corrected is the fire door, which was installed incorrectly and must be chained open.

The board approved a medical leave for Lisa beginning September 18. The trustees also discussed unpaid Leaves of Absence – they will be granted on a case-by-case basis.

The board moved into a public hearing to accept monetary donations given to the Lee Public Library. Donations received from the Linden family, the Golden family, the Waddoups family, Shirley Walker, the Bartos family, the Smith family, Joanne Reed and the Kids Books & Arts grant totaled \$2,336.27.

The public meeting was adjourned at 6:25; the board went into non-public session to discuss library staff performance reviews.

The next scheduled regular meeting is Wednesday, July 9 at 4:45 pm.