

LEE PUBLIC LIBRARY  
MINUTES OF THE TRUSTEES MEETING

Date May 14, 2008

Time: 4:45

Held at the Library

Present: Peg Dolan, Annie Gasowski, Cynthia Giguere-Unrein, Katrinka Pellicchia, Lisa Morin

New Business: Northeast Credit Union representative Meghan Noone described the various options the credit union had to offer. As soon as she has an answer on the status of the tax ID number, Cynthia will fill out the paperwork to open an account.

Minutes of last meeting: Accepted with correction.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of May 14, the operating budget was \$19,470.37. The balance in the non-lapsing account was \$2995.54.

Library Statistics: Circulation was 3319 (an increase of 115 from April '07); computer usage was 196 (an increase of 27); and wireless usage was 39 (an increase of 27). There were 52 checkouts of downloadable audio books – a decrease of 4. Lisa also prepared an overview of the 1<sup>st</sup> quarter 2008 circulation statistics, which showed significant increases in adult and young adult fiction and nonfiction; there was a slight decrease in youth fiction and nonfiction, but a strong increase in youth periodical checkout – a result of the library purchasing more popular titles.

Old Business:

Town Center Committee. The next meeting is Tuesday, May 20 – the committee will tour the Stevens Field site.

Investment Policy. Lisa will follow up with the town and the town auditor for their input regarding a library investment policy. The trustees discussed the drafts Cynthia had prepared, she will prepare another draft for the next meeting.

Pay Classification Study. The library staff is working on their portion which will be completed by the end of the month.

Staff Performance Review. The review format was adopted with minor changes.

Seminars on Trustees of the Trust Funds. Peg will attend the June 5 meeting in Concord.

New Business:

Director's Performance Review. The review needs to be completed by June 30; Peg will distribute forms to the staff.

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

Other. There was discussion about changing the format of the annual Volunteer Tea – Lisa will check with other librarians to find out how they thank volunteers; recognizing Christy Glyfphe’s college graduation on May 17 and what information to include in the next issue of the Town Crier.

The meeting was adjourned at 6:13 pm; the next scheduled regular meeting is Wednesday, June 11 at 4:45 pm.