

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date Sept. 10, 2008

Time: 4:45

Held at the Library

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

Minutes of last meeting: Accepted with corrections.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of Sept 10, the operating budget was \$533.67; the balance in the non-lapsing account was \$1184.61; and \$2004.80 in the Special Projects Fund. All the library accounts are now with the Lee branch of the Northeast Credit Union – and are earning interest.

Library Statistics: In July, circulation was 4545, an increase of 304 from July '07; computer usage was 193, a decrease of 57; and wireless usage was 72, an increase of 36. There were 58 checkouts of downloadable audio books – an increase of 2. Usage fell off somewhat in August, circulation was 3483, down 304 from August '07; computer usage was 206, a decrease of 57; wireless usage was 36, an increase of 27; and there were 44 checkouts of downloadable audio books – a decrease of 15.

Old Business:

Town Center Committee. The committee has recommended choosing the Bricker property as the site for a new library (which will also feature community space for town groups). Since the selectmen have moved their work and meeting space to the Public Safety Complex, the urgency for a new Town Hall is not as great – they are planning to remain in their current location – and remodel the historic parts of the town hall and library into office space. This speeds up the timetable for construction of a new library, since the library would have to move out of existing space before any remodeling could be done. The committee will proceed with tests at the Bricker site and recommend that the town's CIP reflect this shift in building priorities.

Pay Classification Study update. The library staff has returned the draft documents to Barry Cox – the trustees approved giving him the go-ahead to do a comparison of the library staff salaries to other towns' libraries, in conjunction with his analysis of town salaries. This should be finalized by the end of October.

Warrant Articles for 2009 Town Meeting. Lisa provided the correct verbiage for the two articles – one of which must be a paper ballot, and the trustees agreed that she should take them to the next level; they will prepare an article explaining the articles (as well as the new investment policy) for the next issue of the Town Crier

Library Employee Handbook revision Draft Two. The draft was approved with corrections for consistency.

Gates Grant Update. The paperwork is in order; Lisa will complete the advocacy training on-line. The library should receive funds in the Spring of 2009; however, money can be spent before then and then be reimbursed. Lisa plans to upgrade the public computers with Microsoft Office 2007 and also install timing software which will help monitor usage.

New Business:

Joint Loss Management Committee Inspection Report. Lisa has already made the simple corrections (such as safety outlets and knob covers on the stove). The corrections that will require getting estimates will be done when she returns from medical leave. She will check with the town to see what repairs they will pay for and whether they would pay for a radon test.

Letter from Attorney General. The library received a form letter from the NH Attorney General as a result of instituting an investment policy.

Information Technology Budget FY 2008-2009. The town has hired a new IT specialist; there was discussion as to whether he would be a good source for technical support.

Other. The Friends of the Library auction raised \$1300. Lisa has implemented a new staffing schedule that better represents the staffs' responsibilities.

The board moved into a public hearing to accept monetary donations given to the Lee Public Library. Donations received from the Portalupi family, the Oake-Lebow family, the Sowinski family and Alan Price totaled \$1093.

The meeting was adjourned at 6:04. The next scheduled regular meeting is Wednesday, October 22 at 4:45 pm.