

**Library Trustee Meeting  
New Hampshire Room, Lane Memorial Library  
January 17, 2008**

Chairwoman Bridgit Valgenti called the meeting to order at 6:10 p.m. Secretary Linda Sadlock, Treasurer Mary Lou Heran, Bob Frese, Alternate Susan Hughes, Interim Library Director Shirley Barron, Head of Adult Services Darrell Eifert, Head of the Children's Services Paulina Shadowens, and Assistant Librarian Joanne Mulready were present. Also in attendance was prospective Alternate Trustee Kris Sawyer. Alternate Dot Gooby was absent. Vice Chairwoman Sara Casassa arrived at 7:07 p.m. Darrell Eifert, Paulina Shadowens and Joanne Mulready left at 9:30 p.m.

Interim Library Director Shirley Barron was introduced to the Board.

**I. Secretary's Report**

An error in the public minutes of January 7, 2008 was corrected by Bob Frese. In the second to the last paragraph, "We also discussed the recent article in the Hampton Union", should read the "upcoming" article. Following the correction, Susan Hughes moved we accept them. Mary Lou Heran seconded the motion and all were in favor. The public and non public minutes from the December 20, 2007 were approved on a motion by Mary Lou Heran and seconded by Susan Hughes. All were in favor of both motions.

**II. Officer's Reports**

**A. Chairperson**

Bridgit Valgenti received a questionnaire from Professional Association, Accounts and Auditors, Plodzik and Sanderson. It asks specific questions about fraud, formal minutes at meetings, periodic review of funds, how the board stays current on accounts and the process for approving expenditures. She will send the form to all members via email for comments.

Bob Frese had a question for Darrell Eifert regarding the recent article in the Hampton Union about the "Fine-free library a profitable idea" and the fact sheet prepared by Bill Teschek comparing fines and donations. According to Darrell, the income from donations is lower than the income from fines but donations are now five times higher. He cited the comparison in the totals on the fact sheet.

**B. Treasurer**

Mary Lou Heran read her preliminary report as of December 31, 2007 and it will be placed on file. We received \$3800.40 from the Town from our 2007 budget surplus, which was deposited in the regular account. Also noted were the following donations: \$266.50 from the conscience boxes, \$200 from Suzanne Drake for unspecified use, \$500 from Jackson Simpson for reference and non-fiction books and \$5000 from Anne Marie Weston in memory of her husband Richard. She will be donating an additional \$5000 in the next month or so.

**III. Director's Report**

We discussed the continuing problems with teens after school. Paulina Shadowens stated Kirsten Rundquist "is engaging the youth and making progress". Paulina Shadowens has contacted the resource officer regarding a specific offender who continues to enter the library even though she has been banned.

Linda Sadlock suggested removing the chairs in the area where the teens gather together instead of installing security cameras. Darrell Eifert did not recommend moving the chairs, as the teens want a private area. He felt a few inexpensive security cameras would help identify the offenders. He will do an informal survey among the other local libraries. Paulina Shadowens expressed concern about unescorted children in the bathrooms and felt cameras were a good idea. Mary Lou Heran stated we should monitor the whole building or not at all.

An employee will be reimbursed for educational expenses. The conference registration will be submitted but the not travel expenses because it was not preapproved.

The report will be placed on file.

#### IV. Friend's Report

Susan Hughes gave a summary of the Friend's recent meeting, where they approved \$700.00 to purchase a new projector. The general meeting will be January 31, 2007 in the Lane Room at 6:30 p.m.

The Valentine Tea will be February 9<sup>th</sup> with a morning and afternoon session.

The town wide mailing to raise awareness of the Friends activities and the Library services is scheduled for the end of February.

It was suggested that a separate mailing be used to provide information and support of the HVAC Warrant Article. The Friends are also considering establishing a website and placing an ad in the newspaper. Talking points will be provided by the Trustees.

#### V. Acceptance of Donations

The \$5000 donation was not posted but received prior to the meeting. Therefore, it will not be officially accepted until the next meeting. Linda Sadlock moved and Bob Frese seconded the motion. It passed unanimously. Sara Casassa noted that one patron who consistently donates money mentions the outstanding job performed by Marija Sanderling and Alice Alford of the Reference Department.

#### V. Consent Agenda

##### A. Adult Services

Another student created a disturbance that required the police to respond and intervene. There is an incident report on file and will be used to document incidents, accidents and other issues. We will check our Library Bill of Rights and make sure rules of behavior are clear and that we give fair warning before banning a patron.

The circulation trends were discussed. There is a shift from large print books. However the core readership remains fiction, with transition to new media forms.

Volunteers will be acknowledged in March or April.

##### B. Children's Service

##### C. Reference Services

##### D. Technical Services

Bill Frese moved we accept the above reports. His motion was seconded by Mary Lou Heran. They will be placed on file.

## VI. Old Business

### A. Warrant Article

Mary Lou Heran and Susan Hughes will work on the talking points for the Friends. They will mention the money spent on repairs, the mold issue that cancelled the Friends book sale, the lack of air conditioning in the senior's activity room, and the consultant's report.

### B. Water Station

Darrell Eifert is waiting for estimates for the installation.

The new reading room chairs should be delivered in the beginning of March. The old chairs will be inventoried and sold.

### C. Library Page Discussion

Paulina Shadowens requested we consider changing the job description, so she could hire an adult volunteer. However, the position was created as an internship program in conjunction with the high school to do teen outreach and allow the Young Adult Librarian to be upstairs in the Young Adult section after school, when many teens congregate there. Paulina Shadowens will work with a Winnacunnet High School guidance counselor to find candidates. One candidate is Jonathan Wurst, a student at Winnacunnet High School who is able to work as a page on Monday and Thursday from 3:00-5:00 p.m. Bob Frese moved he be hired, Linda Sadlock seconded the motion. There were three votes in favor, none against and two abstentions. The salary will be \$6.50 an hour.

### D. Other

Darrell Eifert asked for \$1,000 from non-appropriated funds to continue the subscription for Downloadable Audio Books by OverDrive. Sara Casassa made a motion and Bob Frese seconded it. All were in favor.

A salvage company will take the brass bell that is in the foyer, since the Town Historical Society does not want it and we need the space.

## VII. New Business

### A. Interim Director

Shirley Barron assumed the position of Interim Director on Tuesday. She will initiate department head evaluations, analyze the staff schedule, and review the current job descriptions and determine if we are meeting our long term plans.

### B. Building Discussion

Bridgit Valgenti gave Shirley Barron a copy of the Design Charrette and Aaron Cohen's report. Sara Casassa also gave her a binder she prepared on the history of the building.

### C. Membership Dues for Profession Organizations

Since these memberships have been paid for the year, we will discuss the policy during the next budget cycle.

#### D. Snow Closing Policy

Following a discussion, Sara Casassa moved that “in the event of inclement weather, the need to close will be based on advice from local emergency officials and the weather forecast. The decision will be made by the Director in consultation with the Trustees”. There will be a phone tree for staff and a message will be placed on the answering machine at the library and on the local television station.

#### E. Other

The General Policy on fines for overdue material will be revised.

Staff appreciation will be Friday February 15, 2008 from 4:00-5:00 p.m. at the library. Sara Casassa will coordinate the event.

National Library Week events and the Investment Policy for Library Trust Funds held by the Trustees of the Trust Fund will be discussed next month.

We entered non public session at 10:12 p.m. on a motion made by Bob Frese and seconded by Sara Casassa according to RSA 91-A:3 II (a). All were in favor. We returned to public session at 10:20 p.m. Mary Lou Heran moved we seal the non public minutes. Bob Frese seconded the motion and all were in favor.

#### IX. Summary of Decisions Made

- A. Donations accepted
- B. Talking points for HVAC will be provided for the Friends
- C. \$1000 approved from non-appropriated funds for the downloadable audio books
- D. The Library Bill of Rights will be reviewed
- E. Library Page Jonathan Wurtz approved
- F. Emergency closure policy changed
- G. Reimbursement for payment for professional conference authorized
- H. The overdue material fine will be revised

We adjourned at 10:23 p.m. following a motion by Bob Frese, which was seconded by Mary Lou Heran. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary