

APPROVED  
MINUTES OF THE HEBRON LIBRARY TRUSTEES' MEETING  
MAY 13, 2015

Present: Bill Powers, Paula Cummings, Gail Howell, Robin Orr,  
Sue Jackson

The meeting was called to order at 4:15 pm

MINUTES from the April 8<sup>th</sup> meeting were. There was one correction made – received \$60.00 from Cabin Fever not \$160.00 as stated. Paula made a motion to accept the Minutes with this one correction, seconded by Bill and voted in the affirmative.

TREASURER'S REPORT is incomplete and Bill will email the complete report to us which will be included into these Minutes.

#### LIBRARIAN'S REPORT

Robin requested that Baker and Taylor be paid \$49.51.

Paula made a motion to accept the manifest which was seconded by Sue and voted in the affirmative.

The income was a total of \$10.40.

Robin finished and mailed the State Survey.

She stated that the gift card is not reloadable. Petty cash is \$47.73 and Stamps are \$3.45.

Patron visits for the month: 78 people, 61 books, 31 magazines and 2 dvd's.

Robin mentioned that a number of magazines are now available to read online.

At this time, it will not be offered by our library.

Robin mentioned putting the Hebron Library on the State Library website and said that Tracy Steenbergen would donate \$75 towards any cost.

Robin is looking into this. The online is a cataloging system – Atrium – which will cost \$1,495.00 to set up. Morris Clark would give us a demonstration.

On May 14<sup>th</sup> Paula and Robin will attend Scrooge and Marley in Guilford.

Updated balance of the Trust Funds is \$2,488.50.

#### CHAIRMAN'S REPORT

Bill said that in May he will request the Town to pay the full amount allotted us.

ACTION ITEMS from the April Minutes – metal book ends - Robin says these are pricey.

Fiction books that have been removed from inventory are in boxes. Some will be donated to the church fair. When the fiction sections are done, Paula will tackle the non-fiction.

The first book sale will be July 11<sup>th</sup> and the second book sale will be August 8<sup>th</sup>

The Classics have been placed on an empty shelf for now but at some point in time will be moved to a more permanent location.

Robin said that we will be leaving poetry by itself.

Book Labels – Robin will just find something that will work and use petty cash to pay for them.

On May 18<sup>th</sup>, we will meet at the Library at 7:15 a.m. and carpool to NHLTA in Concord.

Volunteer Policy: After much discussion it was decided that Robin will combine two different policies to come up with one of our own. After this is written up we will vote on it and add it to our by-laws.

#### NEW BUSINESS

A discussion took place regarding our meeting day and time. Paula made a motion to keep our meeting on the second Wednesday of each month, meeting at 4:15 pm instead of 4:00 pm, seconded by Bill and voted in the affirmative.

Paula brought up the fact that several items needed fixing. Two broken window panes, the outdoor water faucet leaks and has to be completely shut off, the porch needs painting and we want to know how to access the upstairs and there are lots of dead ladybugs. Paula will bring these needs to the attention of the Select Board who are responsible for any maintenance. Mark Braley is in charge of the flower boxes.

Starting June 1<sup>st</sup>, the Library will be open Monday evenings from 5:00 pm to 7:00 pm without additional compensation. The hours for the rest of the week will be Wednesday's from 1:00 pm to 5:00 pm and Saturdays from 9:00 am to 12:00 pm. Robin will put this information in the Hebron news letter, flyers and on the Library door.

Bill made a motion to adjourn, seconded by Sue and voted in the affirmative  
At 5:20.

Respectfully submitted,  
SUE JACKSON