

PRESENT: Paula Cummings, Gail Howell, Robin Orr, Bill Powers  
Sue Jackson (delayed arrival)

To achieve a quorum, Gail Howell and Bill Powers were designated voting members for the meeting.

The meeting was opened by Paula Cummings, Chairperson at 4:20

MINUTES: Bill Powers made a motion to accept the May Minutes, seconded by Robin and voted in the affirmative without changes.

TREASURER'S REPORT: It was discussed that the Treasurer Report should be labeled HEBRON and also dated. Bill P stated that a correction is needed to the \$30.00 book sales entry as it is included in both the Savings Account and Cash Report sections. Bill P will discuss this with Bill Y. Bill P made a motion to accept the report with provisional changes. The motion was voted in the affirmative.

LIBRARIAN'S REPORT: The manifest was for one Baker & Taylor billing in the amount of \$194.92. A motion was made by Bill P to pay the manifest as presented and was voted in the affirmative.

There was a significant increase in library useage in May. There were 86 patrons and the inclusive total of transactions was 134, an increase of 75 from 2015.

The Overdrive participation doubled to 51 in May but doesn't seem to have any impact on the number of patrons coming into the library.

CHAIRMAN'S REPORT:

Per Alison York, invoices, such as those for the recent furniture purchases, need to have more information as to what money is encumbered for them before being submitted to the Clerk's Office for payment.

Paula reminded Karen that an air conditioner is still needed. A portable type is most suited. Karen will look into it.

Biff Wisner has been hired to fix the windows. The possibility of getting non-wood replacements has been discussed. Paula's son is researching the requirements for replacing the windows in a historical building. Nothing has been decided.

The old books, including those from Paula's house, are now in the old Fire Station thanks to Bob Brooks, Bill and Paula Cummings and Robin and Quinn Orr.

Until The Friends Of The Library have sufficient funds to open their own bank account, it was suggested that The Trustees open a temporary account for them. The Friends have already collected \$460.00 in Membership dues so this will be a short term arrangement. Paula made a motion that the Trustees to open a temporary account for The Friends. The motion was approved. Paula and Bill Y will arrange for the account.

Mark Braley planted our window boxes again this year.

#### ACTION ITEMS FROM MAY:

ATRIUM, Purchase/Training; ATRIUM requires all books to be barcoded. It was previously understood that we would be able to transfer our data from our current system to populate ATRIUM. Robin is looking into this as it would be a major project if it can't be done systematically. It is possible that Baker & Taylor can provide barcodes going forward, and possibly historically but that would not include all our holdings. Robin will investigate. Bill P, Gail and Robin would be available for training. Tuesday is the most convenient day.

New Hampshire Library Trustees Association 2016 Spring Conference & Annual Meeting May 23: Attended by Bill P, Gai, Paula and Robin

We discuss highlights of the sessions. The feeling was that most sessions were worthwhile. Robin's take away from one session was the lack of safety in our Library; marked exits, plan for emergency evacuation; need for a first aid kit, etc. (see new business)

Groton Update: No progress, nothing has been resolved. Elizabeth is trying to set up a meeting with Michael York and Terry Knowles of the State Library.

Maintenance: See Chair's report

QuickBooks: Bill P has downloaded QB and has started determining what fields we will be using for our financial reports.

Website: In progress

Friend's Of The Library:

The Friends will be doing the cookout and selling desserts as a fundraiser at the July 2 Concert on the Common. Emails to the Friends have been sent soliciting donations to defray the cost of the cookout supplies with excellent response. Paula is in charge of the desserts. There will also be a 50-50 raffle.

FOL canvas bags were ordered and the incorrect size were produced and sent. They will be replaced with the correct ones and we can keep the smaller ones at no cost. The bags will be sold for \$3.00 for the small and \$5.00 for the large. Books will not be included in the purchase. Membership fees are separate.

New Business:

A Collection Development statement should be created to describe our library collection and our acquisition policy. Robin will look into creating a statement for us to discuss.

New State Trustee and Library RSA's will be published by the State this summer. Robin will get them for us.

Robin to look into safety issues; marked exits, plan for emergency exit, first aid kits.

Bill P made a motion to adjourn, seconded by Gail and voted in the affirmative at 5:40.

Respectfully submitted,  
Gail M Howell, Substitute