

# **Town of Hebron Library Trustees Meeting**

## **May 20, 2018**

Present: Bill York, Donna Luti, Bill Powers, Robin Orr (Librarian), Ruth Gaffey (Groton Representative), Phyllis Rockwell (Alternate).

**The meeting was called to order at 3:28 by Bill York.**

### **Minutes from April 9, 2018**

-A motion to accept the minutes was made by Bill Powers, seconded by Donna Luti and approved unanimously.

### **Treasurer's Report**

-Total assets, including town held funds \$15,799.44

-A motion to accept the report was made by Donna Luti, seconded by Bill Powers and approved unanimously.

### **Librarian's Report**

-Library cash income \$46.15.

-Robin reported that library usage was up in all areas except magazines and DVDs.

### **Manifests**

Baker and Taylor	\$ 155.80
Scrooge and Marley (dues)	50.00
Book Systems (Atrium)	1,190.00
<b>Total</b>	<b>\$1,575.80</b>

A motion to pay the manifests was made by Donna Luti, seconded by Bill York and approved unanimously.

### **Old Business**

-By-Laws- Bill Powers distributed a draft for review and to be voted on a June meeting.

-Certified Computer- Bill Powers reported that CC had sent our bill to the town instead of the library. Karen Corliss said to leave it that way and the town will just deduct that from our allotment.

Bill P. also informed us that the increase in cost of the new computer includes "Office" which Robin says we need. Bill will tell them to install the new computer and ask if it will have Web Protection.

### **New Business**

-Discussion of the NHLTA Conference will be delayed until June meeting.

## **General Comments**

-Deadlines for publication of the Town Newsletter must be met.

-Security Light- There is confusion over who will pay for the light and installation. Bill York said he will follow up with the Town.

-Inventory of the Library (excluding books) is due to Allison York at the Town Office by the end of June.

-Library Policies- It has come to our attention that the Library needs to create or update policies regarding; Computer Use (Ruth suggested putting pockets on the side of each computer that show the times of each use.), Unattended Children, and Library Cards.

Robin will research what other libraries do and present some draft drafts of policies at the June meeting.

-Communication- Bill York stressed the importance of communication between the Trustees, Librarian, Town Officials, and Friends of the Library.

-Robin would like to have a plaque for the front of the library that says "Library since 1983"

A motion to **adjourn at 4:27** was made by Bill Powers, seconded by Donna Luti and approved unanimously.

Respectfully submitted,  
Donna Luti