

Town of Hebron Library Trustees Meeting

November 12, 2018

Present: Bill York, Donna Luti, Bill Powers, and Paula McKinley (Librarian)

The meeting was called to order at 1:05 pm by Bill York.

Minutes of the October 15th meeting

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

Treasurer's Report

-Bill Powers noted that we have not received a bill from Overdrive. He will check past emails, then call.

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

Librarian's Report

-Usage report shows that although the number of patrons visiting the library was down (perhaps due to the weather), the amount of loaned materials and services provided was still very good.

-Atrium records indicate that we have 175 patrons and Paula is currently adding more from handwritten records.

-Discussion regarding non resident library fees: Approximate annual library budget of \$18,000 divided by approximate number of 600 taxpayers equals \$30 per taxpayer.

-A motion to charge \$30 to non taxpayers for library privileges was made by Bill York, seconded by Bill Powers and approved unanimously. Atrium will be used to track this.

-Paula is in the process of creating a Staples account to make ordering and billing more efficient.

-Manifests

Baker and Taylor \$141.92

-A motion to pay Baker and Taylor was made by Bill York, seconded by Bill Powers and approved unanimously.

-Paula will inquire about the cost of Marc records for books purchased from Baker and Taylor, which would save a lot of staff time.

-Paula reported that her attendance at a Scrooge and Marley Coop meeting was well worth it for networking with other area librarians, education on ILL, and gathering ideas and resources for bringing more services and activities that will benefit our patrons.

Old Business

-Because we do not currently have a web site and can use the Town Newsletter to inform Hebron residents, it was decided to not use Go Daddy to claim a domain name. When we have the manpower and interest in a web site, we can go back to them.

New Business

-Donna, with Paula's assistance, will draft a letter to the Select Board proposing that the library expand into the Town Clerk's Office when it is vacated next year.

-Bill York will ask the town to have the lock on the back door of the Town Clerk's Office fixed for access to the restroom.

-Polly Alexander's estate has made a bequest to the library. Bill York will contact Marion Webber from HAWG for details.

Other Business

-A motion to pay Paula for attending and representing Hebron Library at Library meetings/conferences that will benefit Hebron Library, was made by Bill York, seconded by Bill Powers and approved unanimously.

-New Winter Hours: Monday 4-6, Wednesday 1-5, Saturday 9-1
New Hours will begin December 1st.

The next regular Trustees meeting will be December 10, 2018.

Adjourn at 2:43 pm.

Respectfully submitted,
Donna Luti