

Hebron Library Trustees' Meeting Minutes of 5/21/14

Present: Ralph Larson, Chairman and Treasurer; Bill Powers, Vice-Chair and Secretary; Paula Cummings, Trustee; Sue Jackson and Gail Howell, Alternates; and Robin Orr, Librarian

The Chairman called the meeting to order at 4:04 PM.

The minutes from the meeting of April 30 were read and a correction requested. (The minutes had stated that the town did not permit charge cards in the name of elected officials; in fact this prohibition originates with the banks, not the Town.) With that correction, the minutes were unanimously accepted.

RL presented the Treasurer's Report:

Current Checkbook Balance \$627.96

Per RSA 202-A:11 and the recommendations of the NHLTA, henceforth all checks must be approved by the Trustees

The Trustees voted to approve the following expenditures: \$241.90 to pay Baker & Taylor, and \$50 for the Scrooge & Marley DVD co-op annual dues

2014 Actuals vs Budget, updated through April 30, were distributed

RL spoke with TD Bank re: our tax exempt number not matching our account name (the number being a town-wide number in the Town's name, and our account being named for the Hebron Library.) When the new account is set up, he will make every effort to clarify this at the time.

RL also presented the Chairman's Report:

He recently visited the Wolfeboro Library on a fact-finding mission; he learned that the genealogy database of the Mormons can be accessed free of charge, and that it appears to be more complete than the Ancestry.com site. The library provided some furniture catalogs for us to use, and discussed their approach to the disposal of discarded books.

The missing second key to the Library PO box has been located.

RO presented the Librarian's Report:

\$4.00 taken in fines

April 9 - May 21 83 patron visits

66 books 24 periodicals borrowed

TRUSTEES voted to accept Robin's proposal to set a 10 cent per day fee for late books

Action Items:

NOTE: Per the chairman's request, Action Items will henceforth include both a due date and the person accepting primary responsibility for the item.

- Change of bank from TD to MVSBS will take place after the 2014 appropriation is available for deposit: RL/June 15
- Add a charge card (Staples ??): RL/June 15
- Request for 2014 Operating Funds was signed by all three Trustees; RL will deliver: RL/May 28

Note: Any changes to these minutes will be reflected in the next Trustee Meeting minutes.

- Compile list of Audio Books available for donation, to Pete M. or other interested parties: PC/May 30
- Replacing Computers - Laptop dying, needs replacement. Put note in July newsletter to request donations (of cash or of spare laptop): PC/RO by July 1
- Disposition of books being discarded
 - Flea market Book Sale, Sat. 5/24 RO/PC
 - Look into other flea markets RO/June 18
- NHLTA Conference - RL, BP, PC, RO attended and presented summaries of the sessions they attended
- Town E-Newsletter – Submit an article about the history of the big table: RL
- Town Website Library Section – RO may submit requests for postings to Elita (adminassist@hebronnh.org)
- Rearranging library layout - Special attention to floor loads; apparently the middle of the floor is not built to support heavy loads of books
- Discussion of the following items was postponed until next month's meeting due to time constraints:
 - New Furniture "Wish List"
 - Locate new Library furniture
 - Visit to Grevior, Corrections Outlet Store
 - Software updates
 - Library Software Package
 - Anti virus

New Business

- PC and RO noted that there is currently some confusion regarding the Scrooge and Marley DVD sets. Efforts are under way to straighten things out.
- RL asked that we consider changes to the frequency, duration, and/or scheduling of meetings, since there is currently more to cover than we can handle in one hour/month. We agreed to discuss informally via e-mail, and perhaps move for amending our current practice at the June meeting.
- RL requested that we plan to have at least one other person with RO during library hours. This is a safety consideration, and would incidentally allow us all time to share in the process of identifying under-utilized books.
- PC and RO agreed to take over maintenance of the gardening at the front of the building; Karyl Larson has also offered to help out.

There being no further business, BP moved to adjourn. PC seconded and the motion was approved unanimously at 5:26 PM. Our next meeting will be held at 4:00 PM on June 18.

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