

These Minutes are Subject to the Approval of Trustees

**James E. Nichols Memorial Library**

**Trustee Meeting July 25, 2011**

**Present:** Helen Heiner, Jo Morse, Bess Hanson, Jon Kinnaman, Sarah Heath, Karin Karagozian, Jessie Foley, Kevin Desmond

**Excused:** Chuck DiCecca

**Minutes of meeting June 27, 2011:** accepted as presented. Karin moved and Jesse seconded and unam. passed.

**Treasurer's Report:** Expenses were explained by Sarah and accepted. Kevin moved and Jo seconded.

**Librarian's Report:**

Patron Services: Various signs have been posted to facilitate library use.

Technology:

-The second router has effectively managed patron wifi traffic.

-Jon handed out materials on the Atrium software demonstration for all to read before the next meeting when questions can be answered. Jon, Sarah and Jo are impressed with the system which is made specifically for libraries. Sarah wonders how much longer our computers will last and Jon will consult with Steve.

**Old Business:**

-Roof Tiles: no new information

-Basement: cleaned out by Jeff Haines. No report from Ken Balance re. what more needs to be done.

-Rotary Letter: needs to be resent by Jo as they have no record of receiving

it.

-wifi: Helen sent email to Dennis Schofield re. our not wanting anything attached to our building.

-Donated computers/privacy corrals: letter sent to Mr. Borella and the Board of Selectmen. An invitation to make an appointment with the Trustees was offered if there is more information to share with us.

-Park Committee: Helen communicated with them re. our ideas and they too are invited to make an appointment to come to a Trustees meeting if they have more information to share.

-Trustees:

+Chuck DiCecca: We are in receipt of a letter from Mr. DiCecca who is stepping down from his role as trustee due to his busy schedule. A Thank You card was signed for Chuck's service to the library and Helen will mail it. He has been an important trustee and we will miss his knowledge.

+ Sara Heath will step in as a trustee to fill Chuck's position. Jessie and Kevin will become alternates and will see Sheila re. being sworn in.

+Elected Trustees and Dates of Expiration: Karin Karagozian 2013, Helen Heiner 2014, Bess Hanson 2012

+Appointed Trustees: Jo Morse 2013, Sarah Heath 2013

Right To Know Law: Helen spoke with Robin re. the law and it seems we are proceeding correctly. With "Budgeted Items" we can spend money as needed without a meeting to discuss each expenditure. Emergencies can be paid for as needed and Trustees will be kept informed of any such need.

Jo informed us that minutes of closed meetings must be kept locked at the library. Sarah will bring a lock box and this transfer of minutes shall be completed by mid October 2011. These minutes must also be reviewed from time to time to determine if they should be opened, and we will

formulate a plan to do so.

**New Business:**

The Interlibrary Loan Bill is before the State. Jon provided us with an email from Donna Gilbreth at the N.H. State Library explaining the situation in detail. Jon will include information re. the van service in one of his columns in the Meredith News.

Space Needs Update: We filled out the form provided to us by the Space Needs Committee. Re. the "Staffing Issue" question, Jon expressed the inflexibility of our staffing (which has worked to date) and we need to address solutions to this potential future problem. Jon will inquire at Scrooge and Marley to find out if other libraries have a "substitutue list", and if so, how they proceeded.

Policy Committee: The last of the manual was passed out with us to read and bring questions/changes to the next meeting. Jon will check to be sure that all pages have been included.

**The meeting was adjourned at 6:33** Kevin moves and Karin seconds

The next meeting is August 22 2011 at 5pm

Submitted for Jo Morse by Karin Karagozian