

HILL PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
AUGUST 28, 2007

Present: Norma Kane..... Chair
Julie Hunter..... Secretary
Martha Jordan Treasurer
Lynn Christopher..... Librarian
Linda Huntley..... Alternate

Meeting called to order at 6:40 pm.

The minutes of the previous meeting were reviewed and accepted. Martha moved to accept. The motion was seconded by Norma.

Treasurer's report was given by Martha. She reports that the account balance as of 8/28/07 is \$5,881.99. The newly required investment policy has been completed and submitted to the Attorney General's Office. Julie moved to accept. The motion was seconded by Norma.

Librarian's report was given by Lynn. She reports that there were 25 children who attended the SRP regularly. Of those 25, sixteen participated in the reading contest. A total of 222 people attended the programs and events this year. Thank-you notes will be mailed this week to sponsors and volunteers.

Lynn requested more information from Phil Tucker at Twin Rivers Office Machines on a new copier. The Trustees decided after some discussion to purchase model DP190 from Twin Rivers Office Machines for \$1461. Lynn will place the order for model DP190. Lynn will update the signage at the Post Office with the current days and hours of operation.

Friends of the Library report was given by Norma. She reports that 2 babies showed for the Baby Book Presentation on August 17th. The next meeting is scheduled for September 11th @ 3pm.

Old Business

A great thank you letter to the NHCF was written by Martha for the grant that replaced the shelving in the children's section. This letter includes a request of \$1500 for a new copy machine and \$2000 to offset the cost of the shelving in the adult section. Julie has agreed to take before and after pictures of the adult section of shelving to include in the letter.

The new camera and software are working fine. Lynn will send a thank you to the Friends of the Library for this purchase.

The Internet Policy wording needs to be changed. The exact wording was not decided on this meeting. Julie will do some research into area library policies and report on this next meeting.

An updated job description of the Librarian was distributed by Norma. Time did not allow for a discussion of this. The Trustees will revisit this topic next meeting.

New Business

Lynn attended a meeting with the school staff and Principal VanGordon to discuss the plan for this school year. Behavior expectations were discussed as well as what the children will be doing when they visit the library. No children are scheduled to visit the library yet. The Trustees agreed to have the library available for school use on Monday or Wednesday to accommodate the new school schedule. The School Board and Mr VanGordon plan to attend the September Trustee's meeting to finalize the new changes.

The School's Open House is scheduled for October 2nd from 5:30 – 6:30 pm. The Library would like to do something in conjunction with that event. The Trustees will think of suggestions for that night and bring those ideas to the next meeting for discussion.

A copy of A Year in the Life of a New Hampshire Farm, written by the late Jerald Keats Quimby of Hill, was given to the Library by his family. This self published book will not circulate outside the library. Julie will send a thank you to the family.

Other Business

Martha has offered to get some of Dudley Laufman's books on poetry from the Concord Public Library for the Trustees to review. If they feel there is a call for this type of writing, one may be added to the collection.

Norma distributed a copy of the Capital Improvement Program Project Proposal description to each board member, with a corrections page for each Trustee to sign. The completed Project Proposal Form is due by August 31st to the Lakes Region Planning Commission.

Upcoming meetings and events:

September 12 - Hill School Board meeting – 6:30pm

October 2-Open House @ Jennie D. Blake School 5:30-6:30 pm

The next meeting is scheduled for Tuesday September 25, 2007 @ 6:30 pm.

Submitted by Julie Hunter, Secretary