

HILL PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
SEPTEMBER 25, 2007

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

Meeting called to order at 6:37 pm.

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

Treasurer's report was given by Martha. She reports that the checking account balance as of 9/25/07 is \$2,310.91 and the remaining budget balance for this year is \$7,518. Julie moved to accept the Treasurer's Report. The motion was seconded by Norma.

Librarian's report was given by Lynn. She reports while contacting Twin Rivers Office Machines to order Model DP190, she was informed of another model at a better price. The newly purchased model, the UF 9000 Laser Fax, is a multi-function copy machine. Lynn will be in touch with Phil from the Twin Rivers Office Machines to arrange a visit to move the new machine back to the front wall, next to the card catalog. This move will require an additional length of cable.

Lynn updated the signage at the Post Office with the current days and hours of operation. Few students have come to use the library. As a result, the circulation numbers are way down compared to last year's numbers.

Lynn continues to help the teachers get books through the ILL program.

Friends of the Library report was given by Norma. She reports that the group is still waiting for \$500 from Kohl's. The Friends group will pay for the show *Magic & Fun* being held at the Library on October 2nd at 6:30pm. A membership drive letter is being prepared. The next meeting of the Friends is scheduled for October 12th @ 3:30pm.

Old Business

Martha reported that the Library received good news from the NHCF. The request of \$3500 was granted. This amount will fund the new copier machine and a portion of the new shelving in the adult section as reported in the August 28th, 2007 Trustee Minutes.

Martha was able to get three of Dudley Laufman's books on poetry from the Concord Public Library for the Trustees to review. The Stone Man was well liked by the Board. The Trustees agreed that The Stone Man would be added to the collection, thinking that the school children might find it useful when studying New Hampshire history. Lynn will contact the Laufmans to order a copy of the book. The Trustees feel that since this is a self-published paperback book, it might not be durable enough for circulation outside the library.

Julie did some research into area library policies and reported that she liked the wording of the Franklin policy. Martha moved to model our wording after the wording of the Franklin policy with the exception of the age. The motion was seconded by Norma. Julie will amend the Internet Policy and have it ready for the October 2nd Open House event at the Library.

Norma made a copy of the Capital Improvement Project Proposal Form available to Julie for the records.

The updated job description of the Librarian was discussed briefly. It was decided that work on the job description would be done outside of the Trustee meetings. A final copy will not be prepared until the days and hours of operation are finalized.

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. Julie sent a thank you to the family.

New Business

Since the Principal and School Board members did not show this evening to discuss the new schedule and changes, Lynn will be in contact with Principal VanGordon. Norma offered to send a letter to the Principal inviting him and the School Board members to the next Trustee meeting in October.

Other Business

Martha has offered a small piece of furniture to the Library. She suggests this piece could be used as storage and much needed workspace for the new copy machine. The Trustees agreed that this would be very helpful.

The HPL 2007 Budget allows for an additional day of operation beginning October 1st. Martha moved that beginning the week of October 1, Lynn work an additional 8 hour day. The motion was seconded by Julie. The motion passed as moved. When the days and hours have been decided on, Lynn will place an announcement in the Laconia Citizen.

Upcoming meetings and events:

October 2-Open House @ Jennie D. Blake School 6:00 pm, Magic & Fun @ Library 6:30pm
October 12-Friends of the Library meeting 3:30 pm

Martha moved to adjourn @ 7:50 pm. The motion was seconded by Julie.
The next Trustee meeting is scheduled for Tuesday October 30, 2007 @ 6:30 pm.

Submitted by Julie Hunter, Secretary