

Hill Public Library
TRUSTEE MEETING MINUTES
July 29, 2008

Present:	Martha Jordan	Trustee, Treasurer
	Norma Kane	Trustee, Secretary
	Anne Ford	Trustee, Chair
	Linda Huntley	Alternate
	Lynn Christopher	Librarian

Norma called the meeting to order at 3:05 pm. The regular order of business was suspended and there was a review and discussion of the realignment of officer positions. Based on this discussion, Anne Ford accepted the position of Chair and Norma Kane accepted the position of Secretary. Martha Jordan asked Anne if she was interested in learning the Treasurer's job in the future, and if so, Martha would be willing to train her.

OLD BUSINESS:

Secretary's Report: The minutes of the June 24, 2008 meeting were reviewed and unanimously accepted as presented. Norma advised she had delivered a letter to the Selectmen's office expressing trustee interest in a Web Site Training Class.

Treasurer's Reports: The July 2008 reports were reviewed and unanimously accepted.

Friends' Report: There was nothing new to report. Martha said that the Library had received the promised \$500.00 from the Friends of the Library for the Summer Program.

Librarian's Report: Lynn reported:

- ***Membership Challenge*** - A total of 38 new library cards have been issued, with 11 being issued this past month. She said two Meadowbrook Concert tickets have been donated and there will be a drawing from the new library card holders for these tickets on July 31.
- ***Rocket Club*** - She will be finalizing arrangements with Dan Huntley.
- ***Summer Program (July 10 - August 14): "Paws, Claws, Scales & Tales"*** Attendance as of July 24 was 146. Lynn believes the Wednesday movie activity has helped increase attendance. Lynn asked for additional help from area teens and reported that they are eagerly volunteering to help at the Carnival scheduled on August 14.
- ***School Program*** - The first day of the School Library Program begins on Monday, September 8 and it appears these days are being planned for 6 ½ hours. The trustees decided we should invite the school board and Mr. Van Gordon to our September 30 meeting to discuss the program to see if the program is meeting their needs or if changes should be made.
- ***Meeting Room Accommodations/Limitations on numbers:*** Lynn said she had asked the selectmen if they were aware of any limits, and was told they would get back to us.
- ***State Library Report due in July*** - Lynn said this report has been prepared and sent as required.

- **Librarian Job Description for School Activities** - If this changes, we asked that Lynn advise the Trustees and make a copy available for the records.
- **Supplies** - Lynn advised that she will be purchasing new 2008 Norton Anti-Virus software for all our computers. Based on her research this appears to be the most economical way to update the software.
- **Computer Replacement** - The trustees discussed the possibility of applying for grants to replace the computers. According to newspapers and research done by Lynn, it appears the "Gates" grants are Matching Grants and will not be free to libraries. Lynn will keep us updated.
- **Days off for Librarian** - Lynn said that she really needed a break after the Summer Program and requested permission to take off August 28-29 (Labor Day weekend). There was discussion and it was decided that there probably would not be much demand for the library that weekend and since we have no part-time assistant, we would close the library for those days, with the librarian posting the notice of closing on those dates. The trustees additionally determined that since that Lynn receives no benefits, she should be paid for those days. Norma made the motion to pay Lynn for August 28 and 29. This was seconded by Martha.

NEW BUSINESS:

Martha said the Trustees had received information from the State of New Hampshire on a new "RSA" concerning trust funds. We could choose to either change from the "Prudent Man Rule" which is currently used to report annually to the State of New Hampshire, or we could change to the new RSA called the "Prudent Investor Rule" which involved larger sums of money. After discussion, we agreed that our two investments of \$1,000.00 each were being invested "prudently" in bank Certificates of Deposit. Martha made the motion that we continue to report under the Prudent Man Rule. Norma seconded the motion.

The Trustees also discussed the issue of "confidentiality" of library information and the most recent lack of a warrant from law enforcement when requesting information from a librarian on an "Amber Alert" in Vermont. We agreed to remain aware, but took no additional action.

Martha made the motion to adjourn the meeting and Norma seconded the motion. Meeting adjourned at 4:10 pm.

ADDENDUM - OTHER: Martha reported after the meeting that Lynn had given her "copy receipt money" in the amount of \$12.00 for deposit.

Submitted by Norma Kane, Secretary