

Hill Public Library
TRUSTEE MEETING MINUTES
August 26 , 2008

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

Anne called the meeting to order at 3:00 pm.

OLD BUSINESS:

Secretary's Report: The minutes of the July 29, 2008 meeting were reviewed. Martha made the motion to accept the minutes and Anne seconded.

- **Library web site information:** Lynn said Michelle Cunha designed the web site for the Hill Fire Department. Cunha thought it would take an hour or two to design a site and provide instructions for a library site. The domain name costs about \$16 a year. Her fee is \$45 an hour and she would be willing to come to the library if we are interested. After discussion, we asked Lynn to schedule Ms. Cunha to come to the library and instruct the librarian and trustees who were interested.

Treasurer's Reports: The August 2008 reports were reviewed. Martha also presented a copy of the Annual Investment Policy Statement she is submitting to the Attorney General's Office. She continues to report under the "Prudent Man Rule." Anne made the motion to accept the reports. Norma seconded.

Friends' Report: In addition to help from local youth, both the Friends of the Library and Parks and Recreation groups assisted with the Summer Reading Program (SRP). Those present agreed that we should send a written thank you in the form of a certificate to those involved. Lynn said she could develop this certificate from on-line programs, and Norma will use this same form to send thanks from the trustees to both Friends groups and the girls who helped Lynn.

Librarian's Report: Lynn reported:

- **Membership Challenge** - A total of 45 new library cards have been issued. The two Meadowbrook Concert tickets were won by Ken Warden on July 31. Lynn suggested that because the Membership Challenge ends October 31, that we delay until that date to draw for prizes and just display the prizes at the Open House. We suggested that "Challenge" information be sent home in the school packets.
- **Rocket Club** - Five youths have signed up. Dan Huntley will set up a booth at Open House and information about the Rocket Club will be sent with the children's information packet from school.
- **Summer Program (July 10 - August 14): "Paws, Claws, Scales & Tales"** The program stayed within budget. It was well attended and comments from parents and attendees were positive. Total attendance for the program was 332 and book circulation has increased. Lynn believes the Wednesday movie activity has helped. She again expressed appreciation for assistance from area teens and other volunteers. Names of the volunteers who helped with the SRP will be posted on the

big corner sign so Hill residents will be aware of their help. She will also send certificates of thanks to all who donated to the SRP.

- **School Program** - The first day of the School Library Program begins Monday, September 8. Lynn said she had been introduced to the new school staff. The sixth grade teacher was interested in the Rocket Program and expressed support. The combined Jennie D. Blake and Hill Library Open House is scheduled for September 16. The trustees will invite the school board and Mr. Van Gordon to our September 30 meeting, changing the time to 7:00 pm to see if the program is meeting their needs or if changes should be made.

Meeting Room Accommodations/Limitations on numbers: We still have no reply from the selectmen.

Lynn reported that the Friends of Hill Parks and Recreation plan to sponsor Healthy Life Style & Nutrition Workshops, and will use the library as their base of operations. They will set up a table for that purpose during Open House.

Lynn also reported that for the second time, the Hill Public Library applied for and received the CLIF Grant of 100-110 books valued at approximately \$2,000. She received the list from which she will make our selection. This time there was no requirement for matching funds - the books are a gift. She said that the Grant required the library to nominate a day care center for a similar grant and she has nominated the "Tiny Twisters" located in the Franklin High School. Our books will be presented by the CLIF Grant representative during a special program at the school. Lynn reported this is the Tenth Anniversary of the CLIF Grant program and she wants to provide visible congratulations to them, since we were one of the first recipients when that program began.

OTHER BUSINESS:

Librarian Job Description: Review is scheduled for October.

Martha reported because the librarian is budgeted for 34 hours weekly and Lynn actually works 33 to 33-½ hours, there are extra hours which could possibly be used to fund emergency part-time help in the librarian's absence. We agreed this would be more practical than closing the library when the librarian is absent. It is our understanding that Joanne Watson, who has library experience, would be willing to do this on an as needed basis. Payment details need to be worked out.

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

Submitted by Norma Kane, Secretary