

Anne

Hill Public Library
TRUSTEE MEETING MINUTES
September 30, 2008

Present:	Martha Jordan	Trustee, Treasurer
	Norma Kane	Trustee, Secretary
	Anne Ford	Trustee, Chair
	Lynn Christopher	Librarian
	Shelly Henry	School Board
	Toni Dooley	School Board
	Jo Ellen Divoll	Supt. Of Schools

Anne Ford, Chair, called the meeting to order at 7:00 pm.

School Board: The general order of the meeting was suspended to discuss the Library School Program. Lynn Christopher, Librarian, reported that generally most of the students seem to enjoy their time in the library. Behavior is not a problem at this time. Teachers and or/aides accompany the classes. The Kindergarteners are learning about book exchanges and library etiquette. She said the First, Second and Third Graders are learning library skills and are very interested in the program. Grades Four and Five are combined classes, with the group being split at the library. Lynn indicated these classes are doing some research and need additional direction. She is communicating with the teacher to address the needs. The librarian is providing the Sixth graders with a Current Events Program. One of the future programs will be about elections with the City Clerk, Desiree Mahurin leading that session, in the library where Hill votes.

Lynn indicated the \$300 for books budgeted by the school has already been spent for 17 non-fiction books which she ordered.

Lynn nominated the "Tiny Twisters" day care for a CLIF grant, which grant was awarded. The presentation takes a half hour and a book will given to each child to take home. CLIF will also give 15 books to the Day Care Center. Supt. Divoll is going to assist with the scheduling of the presentation.

OLD BUSINESS:

Secretary's Report: The minutes of the August 26, 2008 meeting were reviewed. Martha made the motion to accept the minutes and Anne seconded. It was noted in the meeting that minutes could be sent electronically to Jerry Desrochers for posting on the Town Web site, which will be done as soon as the address is determined.

- The selectmen have not yet responded to the maximum number of people the Library can accommodate.
- Library web site information: Lynn said Michelle Cunha came to the Library on September 26 and provided instruction for our web site design. The trustees asked Lynn to schedule a time where she can demonstrate what is on the web site for our own information. This site is also available for Friends to use.

Treasurer's Reports: The September 2008 reports were reviewed. Anne Ford motioned to accept the reports and Norma seconded. Martha said after review of the budget, she was recommending and made a motion that "we use income from the copier to purchase more books and the additional funds needed come from "Copier Supplies" (since we had a new copier and should not need these funds). Norma seconded the motion.

Friends' Report: Friends membership application forms were passed out at Open House on Sept. 16.

Librarian's Report: Lynn reported:

- ***Membership Challenge*** - A total of 88 new library cards have been issued as of September 30.
- ***Rocket Club*** - 14 youths have signed up. Dan Huntley has meetings scheduled at the Library on Thursdays from 2:15 to 3:00 pm.
- ***School Program*** - (reported above)
- ***Friends of Hill Parks and Recreation*** plan to sponsor Healthy Life Style & Nutrition Workshops, and will use the library as their base of operations.
- **CLIF GRANT** - We will receive of 100-110 books valued at approximately \$2,000. The CLIF Grant presentation has been scheduled for November 6 at 1:00 pm. Lynn had previously 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 - Lynn was asked to prepare a description of what she does; provide that description to Mr. VanGordon for review; and then give this information to the trustees for approval and placement in our files.

Part-time Library Assistant: Joanne Watson, who has library experience, is willing to do this on an as needed basis. She has agreed to accept minimum wage of \$7.25 per hour. We agreed payment should be being made to her through the Selectmen's Office.

Other: Lynn reports she has noticed there is a decline in Tuesday evening business after 4:00 to 5:00 pm. We decided to continue keeping records until the end of the year, and made a decision at that time whether to make any changes.

Meeting adjourned at 8:10 pm.

Submitted by Norma Kane, Secretary