

Hill Public Library
TRUSTEE MEETING MINUTES
October 28, 2008

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

Anne Ford, Chair, called the meeting to order at 3:20 pm.

OLD BUSINESS:

Secretary's Report: The minutes of the September 30, 2008 meeting were reviewed. Anne made the motion to accept the minutes and Martha seconded.

Treasurer's Reports: The September 2008 reports were reviewed and Martha also presented and reviewed the final draft of the 2009 proposed budget which will be presented to the Selectmen. Martha indicated that the CD where budget funds were deposited comes due on November 9 and will be withdrawn and deposited in the checking account on that date. Norma made the motion to accept the reports and Anne seconded the motion.

Friends' Report: Norma reported that the Friends Group had agreed to assist Lynn's proposed "Christmas Craft" project. Martha proposed that she use the \$85 remaining from the trustee's Summer Reading Program budget figure and if she needed more funds to request those funds from the Friends. The next Friends meeting is scheduled for January 15.

Librarian's Report: Lynn reported:

Membership Challenge - A total of 94 new library cards have been issued (a 19%+ increase) The Challenge ends on October 31. Norma and Martha agreed to assist Lynn in sorting the cards for new members into youth and adult groups on Nov. 6.

Rocket Club - 13 youths consistently attend this Club. Dan Huntley has scheduled a launch date for those rockets which are ready for October 30.

School Program - Lynn prepared and presented the "J.D. Blake School Library Assistant Job Description" which will be added to the official Hill Library Position Description for the librarian. Lynn also provided a list of names for whom she prepared certificates of thanks and recognition for donations or services. Donations: Auto Serv of Tilton, New Hampshire, Hill Village Store, Joan Judd/Judd Plumbing and Heating. Services: Allyson Mahurin, Hannah Mahurin, Rebekah Gabert & Sarah Gabert.

Meeting Room Accommodations - Still waiting for that information.

CLIF GRANT - The CLIF Grant presentation has been scheduled for November 6 at 1:00 pm.

Lynn has also been invited to attend the presentation for the Little Twisters Day Care Program in Franklin at 10:00 am that same morning.

Web Site - hillpubliclibrary - She said there have been 160 hits on our site. The Trustees agreed that we should establish a very simple policy for adding or changing our web site to assure that information must be submitted through the librarian.

II. OTHER BUSINESS:

Hill Library Position Description for the librarian - This was discussed by Trustees and Librarian and we agreed that the only change would be to add information from school. Norma will make necessary changes and bring for approval.

Web Site Policy - Norma will draft a policy for approval at our next meeting.

III. NEW BUSINESS:

Because of Linda Huntley's resignation, we discussed the need to consider people who could become an "Alternate Trustee" with the intention of becoming a trustee who would be elected at a later date.

The next meeting is scheduled for November 17 at 3:00 pm, and that change is to be posted at City Hall on the bulletin board and the covered board outside.

Meeting adjourned at 4:35 pm.

Submitted by Norma Kane, Secretary