

Hill Public Library
TRUSTEE MEETING MINUTES
November 17, 2008

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

Anne Ford, Chair, called the meeting to order at 2:55 pm.

OLD BUSINESS:

Secretary's Report: The minutes of the October 28, 2008 meeting were reviewed. Martha made the motion to accept the minutes and Anne seconded.

Treasurer's Reports: The October-November 17, 2008 reports were reviewed and accepted. Martha explained the "No Catch" provision on the recently purchased CD (\$5,256.99), means a withdrawal could be made before date of maturity. She noted the interest earned on the CD for the prior 6 months was \$255.72. The trustees decided that we should spend \$100 of that interest on new books. Based on Lynn's request, we will use the remaining \$35 in the Summer Reading Program to purchase decorations for the library. Martha said the Selectmen gave our 2009 budget proposal to the Budget Committee. We are still waiting for a date to appear before the Budget Committee. Martha also reported she is completing the information for the 2009 Town Report, and that the town auditors generally perform the audit of the Library Accounting after the Town Meeting in March.

Friends' Report: Norma reported that with Jessica Blaisdell's resignation, Brenda Dupuis has become president of the Friends Group. The Friends Group has authorized reimbursement to Dan Huntley for material expenses for the Rocket Club. The Friends will also assist with Lynn's proposed "Christmas Craft" project on Nov. 28.

Librarian's Report: Lynn reported:

- ***Membership Challenge*** - A total of 95 new patrons were issued library cards. This brings our total count of patrons to 632. The final figures and information for this Challenge Grant has been sent in by Lynn. On November 6, new patrons' names were drawn and gifts were distributed to them as follows:

Isaac Wilson - Smitty's Gift Bag
Andrew Turner - Choice of Books
Mike Stanley - Borders Gift Card
Robert Dupuis - Shaw's Gift Card
Alexis Moore - Picture Book
Tessah Duclos - Picture Book Gift Set

Lorne Smotrilla - Choice of Books
Richard Enwright - Choice of Books
Joan Judd - Borders Gift Card
Molly Schilling - "Pictureka" game
Stephen Copp - Picture Book

- **Rocket Club** - 13 youths consistently attend this Club. The last day of the program was November 5 and Lynn reported many parents and friends attended the rocket launching, taking photos of the event. She also reported if there is another one in the spring she thinks it would be very successful. The trustees will prepare a letter of appreciation for Dan Huntley.
- **School Program** - Lynn reports this Monday School Program continues to run smoothly with the teachers cooperation.
- **Meeting Room Accommodations** - Still waiting for that information.
- **CLIF GRANT** - The CLIF Grant presentation was attended by Lynn Christopher, Martha Jordan and Norma Kane. Photos were taken and a letter of thanks will be prepared to thank the grant sponsors.
- **Web Site** - www.hillpubliclibrary.com - She said there have been over 200 hits on our site. The Trustees approved the Web Site Policy and information concerning that policy was added to the Librarian's Job Description.
- **Storm Windows** - We are still waiting for installation.
- **November 28 - Craft Program**, from 1:00 to 3:00 pm at the Library. Lynn said she has ordered the supplies. She has some volunteers to help and offers to bake.
- **Library Attendance** - Lynn reports that in all of 2007 the Hill Library had a total of 4,804 patron transactions. From January 1 to September 30, 2008, the Library already had a total of 4,399 patron transactions, which she attributes to the successful Summer Reading Program and other youth oriented activities at the Library. She said she had not included other usage of the Hill Library which includes: Voting, Town Board Meetings, Historical Society Meetings, Girl Scout Meetings, etc.

II. OTHER BUSINESS:

- **Web Site Policy & Hill Library Position Description for the Librarian** - A new Web Site policy and changes in the Librarian Job Description were approved. (attached)
- **Fund Raising:** The trustees discussed fund raising possibilities including posting a "Want List".

III. NEW BUSINESS:

Alternate Trustee: Actions have not been finalized.

The next meeting is scheduled for December 30 at 3:00 pm.

Meeting adjourned at 4:00 pm.

Submitted by Norma Kane, Secretary