

Hill Public Library
TRUSTEE MEETING MINUTES
March 31, 2009

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| Present: Anne Ford | Trustee, Chair |
| Gayle Seip | Trustee, Treasurer |
| Norma Kane | Trustee, Secretary |
| Lynn Christopher | Librarian |
| Julie Hunter | Alternate Trustee |
| Martha Jordan | Visitor |

Anne Ford, Chair, called the meeting to order at 3:05 pm.

OLD BUSINESS:

Secretary's Report: The minutes of the February 24, 2009 meeting were reviewed.

There were two amendments: 1) Martha asked that the checking account balance be changed to show the corrected amount of \$8,985.92 on the Treasurer's report. 2) Julie asked for clarification of the minutes to indicate she is willing to become an alternate trustee. The minutes were approved.

Norma passed out copies of the Librarian's job description, with the latest amendments to the trustees. She also presented the Library's Web Site Policy presenting an amendment to include the same disclaimer used by the Town of Hill web site. The trustees unanimously approved this amendment and copies of the policy change will be given to the trustees.

Treasurer's Reports: Newly elected trustee, Gayle Seip, presented the March 2009 reported a balance of \$6,012.39, after the income and expenditures for the month. Report accepted.

Friends' Report: Norma reported the date of the combined Parks & Friends of the Library lasagna dinner was rescheduled to May 9. Lynn said that the Paris Bakery facility will accommodate 48 persons. The 2008 Hill Babies Book Presentation is scheduled for April 17. Norma will prepare the invitations and Lynn is preparing the gift bookplates.

Librarian's Report: Web Site - www.hillpubliclibrary.com Lynn reported to date there have been 496 total hits. . In March there were 55 hits and the librarian received several questions from patrons concerning information on the site.

Library Attendance: Library attendance remains steady with more adults and fewer students.

School Program: The JD Blake students continue to come on Mondays. Lynn said she had ordered \$222 worth of books for the school program, for which the school will be billed. She said her biggest concern is the extra time it takes to clean up after the students leave.

Craft Program - Lynn reported no one came to the program, but a movie was shown.

Summer Reading Program (“Summertime and the Reading is Easy” is scheduled for six weeks from July 9 through August 13) Lynn said \$1,500 is budgeted for this program.

Funds Include the Town of Hill Benefit Fund, Kohl’s Grant through the Friends of the Library, and the Library Trustees’ budget. She has scheduled some programs, with the last one being Traveling Barn Yard Animals (a petting zoo) from Farmington, NH.

Program cost is \$425.00 for the day. Plans are being completed for the crafts projects and remaining programs. She hopes to have author Marty Kelley again.

Other Programs - Norma asked whether Lynn had found any computer skills programs to be scheduled for the general public. Lynn said she is still working on this.

II. OTHER BUSINESS:

Grants - Brenda Dupuis, president of the Friends, will apply for another Kohl’s grant for money and personnel assistance on the last day of the summer reading program.

Target Grant - Lynn reported this review is not complete.

Norma asked that she and Lynn have a meeting at the library to go over the grant information picked up at the “1st Annual Grants Conference” in January 2008. A date is being scheduled.

III. NEW BUSINESS:

Workshops: Norma asked if the trustees had received the workshop information from the New Hampshire Library Trustees Association (NHLTA). Because of scheduling conflicts the trustees are not able to attend any of these meetings. Lynn said she was interested in attending the Grant Writing and Fund Raising workshop scheduled April 18, at the Epsom Public Library.

Alternate Trustee - Julie Hunter agreed to become an alternate trustee and will make arrangements to be sworn in.

LIBRARY BUDGET: Gayle will present our appropriation request to the selectmen for the \$28,000 budget amount approved at the March 2009 Town Meeting for the Hill Library. Retiring trustee, Martha Jordan has provided Gayle with all the documents and signature requirements for her job as treasurer.

A revised recommendation for the librarian’s salary was presented. Other budgeted amounts remain the same. The 2009 the librarian’s salary is established as follows:

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| 34 hours per week at \$12.50 hour | \$22,100. |
| Librarian’s Travel Allowance (12 mos. @ \$50 mo.) | 600. |
| Social Security/Medicare | 1,690. |
| TOTAL | 24,390. |

Norma Kane moved to accept the revised recommendation. Anne Ford seconded and the vote was unanimous to accept the recommendation.

Meeting adjourned at 4:05 pm.

The next meeting is scheduled for April 28 at 3:00 pm.

Submitted by Norma Kane, Secretary