

Hill Public Library  
TRUSTEE MEETING MINUTES  
September 24, 2009

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

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

1. OLD BUSINESS:

A. Secretary's Report: The minutes of the August 27, 2009 meeting were approved.

B. Treasurer's Reports: The Treasurer presented the final 2009 Summer Reading Program Report showing a closing balance of \$139.51, which was transferred to the line item balance. The March through September Treasurer's reports have been revised in the Excel format. The September closing balance was \$21,685.28. All reports were accepted. Gail reported the Budget report will be on line with Excel next month.

C. Friends' Report: Norma reported Open House held in conjunction with the J.D. Blake Open House, on September 10 at 6:30 pm at the Library was well attended and the puppet program was excellent. Lynn estimates that there were about 114 in attendance. The next Friends' meeting is October 1.

D. Librarian's Report: Lynn Christopher provided a written report and commentary. Web Site - [www.hillpubliclibrary.com](http://www.hillpubliclibrary.com) -Reported 41 visits in September to the date of this meeting, with a total of 840 visits to date

Library Attendance: She reports that as of September 24, 481 individuals have been served to the September meeting date.

School Program: The Monday School Program began September 14. George Mansfield Title I assistant has become the designated staff member responsible for bringing each class to the library, as well as being responsible for the Literacy Skills lessons for all grade levels. Lynn reported her responsibilities are: read-alouds, book exchange, and supervision of the students during the library period. She said the new schedule is working well, but there is the issue of classes leaving a messy library. Mr. Mansfield has begun passing out free book certificates to everyone. Right now there are no requirements to earn this reward, such as returning borrowed books, etc.

Lynn had invited George Mansfield to the meeting, but he was not in attendance.

Library Volunteers: Lynn is working with Connecting Our Resources Educationally (C.O.R.E.) Services for Franklin HS. She accepted two library volunteers from special needs students enrolled in this training program. Each volunteers is accompanied and supervised by the C.O.R.E. vocational trainer. After discussing this program, we determined the library would cooperate as long as it works for the librarian and does not interfere with the librarian's regular duties.

Meetings Held at the Library: So that the trustees will be aware of how the library is

being used, we requested that Lynn provide information on her report to identify the group meeting at the library and the date the meeting is scheduled on our calendar. Since she already orders the books for the Library Reading Group, we asked if she would provide the book title for the report as a matter of information. She agreed and said that the October book for the Library Reading Group she ordered is "We Took to the Woods".

#### E. Other Programs:

Special Computer Program Classes: Gayle Seip made several recommendations for these classes as follows: 4 classes with each class scheduled to run 1 and 1/2 hours (Note: Instructor will provide worksheets.)

Classes to Begin: October 21 (Wednesday) or October 28 (Wednesday) Have two (2) classes - Skip 1 week and have two (2) more classes - ending before Thanksgiving.

Week 1: Introduce Microsoft Office; Week 2 & 3: Introduce Microsoft Office Word;

Week 4: Excel

Cost: \$10 per class - total \$40 per class per individual.

Payment of Fees: Collect up front at least 2-3 weeks in advance.

Refunds: 50% refund with 7-day notice of cancellation unless we can fill the spot.

We discussed reconfiguring the computers to be conducive to these classes.

Wish List: There was additional discussion concerning what to request. Lynn was asked to identify what she believes the library could use. After this list is compiled, it should be put on the library web site and given to the Friends Group.

Flowers for Sale: Lynn reported that sales have been slow, and unless we have the minimum order of \$200, we will not be able to participate.

Face Book/Social Networks: These user agreement forms were reviewed and discussed. The librarian will continue to use the Children's Agreement, which requires the parents' signatures. Use of this form will be added to the Librarian's Position Description.

Internet Policy: Julie Hunter had reviewed this policy and recommended that paragraph 2 under "Content" be deleted. The trustees agreed. She will make the revision and present for approval.

Library Personnel Policy: Other policies used by this library and were reviewed. There was no change of the Library Web Site Policy. The Librarian - Position Description changes were identified and draft to be submitted for revision/publication approval.

#### OTHER:

Budget Meeting - November 10 at 7:00 pm: The Selectmen's Office notified the trustees that our budget meeting has been scheduled for this date.

Replacement Help: Anne is going to ask Joanne Watson if she is interesting in working whenever Lynn is absent.

Meeting adjourned at 4:30 pm. The next meeting is scheduled for October 29, 2009 at 3:00 pm.

Submitted by Norma Kane, Secretary