

Hill Public Library
TRUSTEE MEETING MINUTES
October 29, 2009

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

Anne Ford, Chair, called the meeting to order at 3:02 pm.

OLD BUSINESS:

A. Secretary's Report: The minutes of the September 24, 2009 meeting were approved.

B. Treasurer's Reports: The Treasurer presented the October 2009 reports, with a closing balance of \$21,416.66. All reports were accepted. It was discussed that any amount remaining in the budget at the end of the year is used for operating expenses after January 1, until such time as the town makes funds available to the library. It is noted that our funds were not available until June 2009.

C. Friends' Report: The Friends Group met October 1. The flower sales fund netted the Friends \$135. Lynn reported that Barbara Perkins was having a "Haunted House" fund raiser and asked for suggestions for donations. Lynn suggested gifts to the Friends of the Library and Friends of Parks and Recreation. The Friends then suggested that these funds might be given to Gary and Jeannine David who have been very civic minded and have both done work in various capacities for the Town of Hill. Lynn made this suggestion to Barbara and reported that \$400 had been collected and would be given to the David family. The Friends Annual Membership Drive letter will be mailed in the next month to residents. This letter includes a reference to the Library's "Wish List" on our Web Site. The Friends' next meeting is at the Library on January 7, 2010 at 3:00 pm.

D. Librarian's Report: Lynn Christopher provided a written report and commentary.

Web Site - www.hillpubliclibrary.com Reported 76 visits to the date of this meeting, with a total of 916 visits to date. There were many hits for information on the Haunted Hay Ride.

Library Attendance: In October to date, 481 visits have been made and individuals served. There have been 162 computer users, with 104 of them being adults.

School Program: We continue to invite the Program Assistant, George Mansfield, or a school representative to our meetings to discuss the criteria and goals of this program.

Library Volunteers: Lynn reports one of the student volunteers has stopped service. The other volunteer reports every Tuesday for two hours. He has been responsible for finding

information and events for the web site and posting to the program page.

Meetings Held at the Library: C. Robie Meeting Room during regular library hours: Trustees of Hill Library; Friends of Hill Public Library. After Hours: Local Girl Scout Troop - Monday evenings; Hill Water Commission - every other Wednesday evening; Hill Planning Board - third Thursday evening; and the Hill Budget Committee. Book Club - third Tuesday, November Book - The Woods by Harlan Coben.

Miscellaneous: Lynn reported that because of the high volume of inter library loan transactions, the State Library is reviewing the possibility of direct van service for our library. This would be reduce deliveries to one per week. Access for delivery might be a problem.

Library Wish List: Lynn provided a list of things which could help the Library with a limited budget, especially new children's books and new adult fiction. She said it is posted on the Friends' page of the library web site. Lynn was asked to also post the Wish List on the Library Page and to make a plea for display case items.

E. Other Programs:

Internet Policy: Julie Hunter submitted a revised policy. This was discussed and approved. We agreed that the information "Through signature on the sign-up sheet, all users agree to the internet policy", will be added to the sign-up sheet.

Library Personnel Policy: Norma presented the Librarian Position Description changes for the following pages: 3, 5, 6, 7, 8, and 9 which were approved. All changes are identified in red ink for the secretary records and copies will be marked revised (October 2009) for trustees and library.

OTHER:

Special Computer Program Classes: There was not sufficient interest to proceed with the October Classes and the question of having classes will be reviewed again next spring.

Budget Meeting - November 10 at 7:00 pm: The trustees reviewed the budget and suggested changes for the PROPOSED BUDGET were made. We agreed to meet at 6:00 pm at the library to review our presentation and make the necessary copies for our meeting with the selectmen.

Replacement Help for Librarian: Joanne Watson advised Anne Ford she is not interested.

Meeting adjourned at 4:32 pm. The next meeting is scheduled for November 19, 2009 at 3:00 pm.

Submitted by Norma Kane, Secretary