

Hill Public Library
TRUSTEE MEETING MINUTES
November 19, 2009

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

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

1. OLD BUSINESS:

A. Secretary's Report: The minutes of the October 29, 2009 meeting were approved.

B. Treasurer's Reports: The Treasurer presented the November 2009 report, showing a closing balance of \$14,610.77. The report was accepted. Gayle said the book budget has been completely used, but we remain within the budget total.

C. Friends' Report: The Friends Group is preparing to mail their annual membership letter. Their next meeting is scheduled 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 34 hits to the date of this meeting, with a total of 950 visits to date.

Library Statistics: November and totals to date: Circulation: 325 & Total 3,295; Patrons: 405 & Total 5,928; Computer Users: 74 & Total 1,820, with 899 of those being adults; Interlibrary Loans: Borrowed: 33 & Total 352 Loans: 7 & Total 104

School Program: Lynn reported she met with the Jennie D. Blake School staff in early November to address issues and concerns. She said she is receiving more support and teachers are accompanying the classes.

Library Volunteers: Lynn reports one of the student volunteers continues to work at the library.>

Meetings Held at the Library: (No information provided.) C. Robie Meeting Room during regular library hours & after regular hours:

Interlibrary Loan Service: Lynn said the State Library is providing direct van service for our library once a week beginning November 13. She will report on how this is working next meeting.

Library Wish List: Lynn has posted the wish list to our web site.

Other: Lynn reports she has instituted an "Adopt a Book Program" which is sponsored by Mid America Books and Librarians Express. This program offers use of the books while in the library. These same books are also offered for sale and a patron can purchase a book for our library.

OTHER:

E. Other Programs:

Internet Policy: Julie Hunter submitted a revised policy. Norma Kane provided

trustees copies of revised pages (3, 5, 6, 7, 8 & 9) dated October 2009 for the Hill Public Library -Librarian (Position Description).

Town Committee for Inspection Deficiencies: Lynn said she is a member of this committee and is writing to the company which installed our library's new shelving to get their recommendations on shelving safety issues.

Budget Meeting - November 10 at 7:00 pm: Trustees, Gayle Seip, Anne Ford and Norma Kane met with the selectmen to review the budget prepared by Gayle. The selectmen did not raise any questions. We asked about merit increases for town employees and understand this isn't firm, but could be up to 3 percent. We advised the selectmen if town employees receive this increase, we will include this same increase for the librarian's salary.

Librarian Replacement Help: Lynn said Glen Bartis indicated he might be interested in filling this position. We asked Lynn to determine if as a former town employee, Mr. Bartis, a criminal history check had been already completed. If he had not and is still interested, it would be necessary for him to complete the forms so we could submit a request for information to the State Police. It was agreed the library would pay the cost of this fee.

Julie Hunter, who was unable to attend this meeting, had communicated to the trustees, she wanted to suggest that the library update their software to Word 2007. We discussed this, but took no action at this time.

Meeting adjourned at 3:50 pm. The next meeting is scheduled for December 17, 2009 at 3:00 pm.

Submitted by Norma Kane, Secretary