

Hill Public Library
TRUSTEE MEETING MINUTES
December 17, 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 3:05 pm.

1. OLD BUSINESS:

A. Secretary's Report: Lynn requested that a change be made under the Librarian's Report Heading "Other". She said the line should be changed as follows: "...instituted an "Adopt a Book Program" changing "which is sponsored" to "using the preview books". The minutes including this change of the November 19, 2009 meeting were approved by motion of the Chair and seconded by Gayle.

B. Treasurer's Reports: The Treasurer presented the November 2009 report, showing a closing balance of \$14,273.19. Gayle explained that although the book budget had been overspent the money to make up the difference would be transferred from other budget accounts which were under spent. We still remain within the budget total. The report was accepted on Norma's motion and Anne's second.

C. Friends' Report: The Friends Group mailed mail their annual membership letter using a tax roll list provided by Linda Henry of the Selectmen's Office. The Friends letters are received at the library and Lynn reports response has been especially good from out-of-state property owners. 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 dated 12/17/2009 along with commentary.

Web Site - www.hillpubliclibrary.com Reported 99 hits to the date of this meeting, with a total of 1,049 visits year to date (ytd).

Library Statistics: November and totals to date: Circulation: Total (ytd) 3,601; Patrons: Total (ytd) 6,318; Computer Users: Total (ytd) 1, 897, (noting although adult usage has increased, there were fewer children using computers); Interlibrary Loans: Borrowed: Total (ytd) 378 and Loans: Total (ytd) 108. She said she will provide figures through December 30 for our year end reports.

School Program: Lynn reported this program is working well with no problems or issues. She commented the teaching staff now accompanies the children to the library.

Library Volunteers: Lynn reports one student continues to add community information to our website every Tuesday afternoon.

Meetings Held at the Library C. Robie Meeting Room during regular library hours & after regular hours: The trustees, library book group, and local Girl Scout troop continue to meet in the library. The Hill Historical Society, Town Water Commissioners, Budget Committee and Planning Board all used the meeting room.

Interlibrary Loan Service: Lynn said the State Library picks up every Friday morning, but delivery time has slowed, decreasing to one pick-up weekly. She will use Bristol as a drop-off for the next two weeks due to Friday holidays.

Library Wish List: Nothing to report.

Other : Lynn said one individual had purchased a gift of six (6) books from the “Adopt a Book Program” sponsored by Mid America Books and Librarians Express in the amount of \$98.00. This program offers use of the books while in the library. These same books are also offered for sale and any patron can purchase a book for our library. Lynn was asked to write a thank you to the individual making this gift to the library.

OTHER:

E. Other Programs:

Town Committee for Inspection Deficiencies (Loss Management Committee): Lynn contacted Tucker Library Interiors regarding the safety of our newly installed shelves and whether they required additional bracing. Tucker Library Interiors stated there is no need for any support because of the nature of the product’s test report as they were built and designed to be free standing. Lynn is sending a copy of their report to the Selectmen’s Office.

Budget Meeting: Trustees, Gayle Seip, Anne Ford and Norma Kane will be prepared to meet with this Committee as required during public hearings.

Librarian Replacement Help: Lynn said Glen Bartis has completed the Criminal Records form which will be sent to the Division of State Police.

Wireless Connections: Lynn is investigating the feasibility and cost of wireless connections for the library. She also stated Comcast provides free internet connection to the library and all town offices.

The trustees completed the form providing information on library financial procedures requested by town auditors, Plodzik & Sanderson. The original is being mailed to them.

Trustee chair, Anne Ford, submitted her resignation from the committee effective the March 2010 Town Meeting.

Meeting adjourned at 4:05 pm. The next meeting is scheduled at the library on January 28, 2010 at 3:00 pm.

Submitted by Norma Kane, Secretary