

**Silsby Free Public Library
Library Trustees Meeting Minutes
Tuesday, October 12, 2010**

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Members Present: Jim Fowler, Diana Bushway, Kara Lee, Robin Forsaith, Sandra Perron, Sheila Beck, Eric Lutz, Donna Campbell.

New Items for today's agenda: no new agenda items.

Minutes:

September minutes were reviewed. Diana made changes to the minutes as from input by Jim. Kara motioned to accept the August minutes as changed. Sheila seconded the motion. The motion was approved unanimously.

Standing Reports:

Treasurer's Reports: Robin reviewed the September 2010 Treasurer's reports. Little activity was noted in September. Eric proposes that the Treasurer's report for September be accepted as presented. Sheila seconded. The motion passed unanimously.

Librarian's Report:

- **Staff** – Jen is now entitled to vacation, and is not a new employee. She has been on staff as regular part-time for 5 years, and, according to the employee handbook, is entitled to 13 days. Her employment year is from November to November. Eric motioned to grant Jen, who is now working 20 hours weekly, to be credited with her 5 years of previous employment, with 13 days of vacation time. Diana seconded the motion. It was noted in discussion that this vacation time does not increase the salary line. These hours would be covered internally. The motion passed unanimously.
- **New Patrons** – 4 junior and 10 new adult patrons were registered during the past month.
- **USDA Grant:** The new computers have been installed. 74.00 of the grant remains.
- **Programs:** Sandy has scheduled the Pontine Theatre for a program of Christmas poetry on Wednesday, Dec. 1 @ 6:30 p.m.
- **CLiF Award** – The books will be presented at the North Charlestown School on November 12 at 10:30. Presentation to Dagmar Congdon will be at 9:15 the same day in the Library.
- **Budget** – Sandy indicated that there is about 500.00 left in the computer line for 2010. Sandy stated that this is not enough to support the expansion of the current page on the town site, or a link from that page to a totally separate site. She also stated that once it is running the Library could move to Follett web accessible product in 2011. If not, the funds could be used or additional children's programs like Magic School Bus. Sandy has prepared a budget for 2011, and indicated that no guidelines or requests have been issued by the Select Board to date.
- **ILL Policy** – Sandy indicated that the staff seems to be more comfortable with requiring in-house use of all ILL materials by new patrons or any patron they are not sure about (with questionable past borrowing history). The restriction would apply to anything that is not easily and reasonably replaceable. When in doubt, they will check with Sandy or Holly.

- **Miscellaneous –**
 - Sandy would like to hang more of the Prouty pictures; it would require drilling into the masonry (walls) and inserting anchors. She'd like to put 2 pictures between each of the south wall windows and arrange a gallery of pictures on the wall above the new computers.
 - Sandy would like to convey a number of items (pictures, deeds, fabric, scrapbooks, etc.) to the Historical Society. Holly has prepared a list and Sandy would like for the Trustees to look through the items before making a decision. Sandy would like to maintain the collection of books and photographs at the Library. Jim suggested that copies of the list of materials Sandy would like to convey to the Historical Society, and that Trustees review the list and the materials at the Library and make any notations about what they'd like to see conveyed or retained at the Library.
- Add-in: Sandy read a letter from the Historical Society, thanking Holly Shaw for the cooking program conducted at the Fort at No. 4. Enclosed was a check for 50.00 to replace cookbooks describing recipes from "yesteryear." The Trustees and Sandy appreciate this very generous donation. Sandy will be sending a thank-you note to the Historical Society.

Old Business:

- **2011 Budget**
 - The Books budget line is up 1,000.00 due to increase in book prices.
 - Other lines that have increased are outlined on a budget proposal sheet that Sandy presented to the Trustees. Changes were noted in Supplies, Computer, Equipment, Education, Literacy Program and Books. These proposed figures bring the Library budget back to the 2009 budget figures.
 - Eric inquired about the statuses of the budget lines to date. The computer line is down to 500.00, and it is anticipated that the budget lines for the year 2010 will be expended (some lines over, some lines under).
- **Emergency Procedures**
 - No change currently. Work in progress.

New Business:

- **Tree donation** – Jim indicated that the Tree Committee would like to plant a low-rising juniper bush (spreading). The Trustees have taken a look at the bush. The proposed plan is to plant the bush in front of the granite hitching post. The Trustees have agreed to the planting of the juniper bush in the proposed location.
- **Reminder** - we will need to discuss the plans for the holiday party at the November staff meeting.

The Trustees entered non-public session at 5:20 p.m.

Donna motioned to adjourn the meeting. Eric seconded. Motion passed unanimously.

Next Tentative Monthly Meeting: Wednesday, Nov. 17 @ 4:45 p.m.

Meeting Adjournment: Meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Diana Bushway, Secretary
Silsby Free Public Library