

**Silsby Free Public Library
Library Trustees Meeting Minutes
Tuesday, September 14, 2010**

Members Present: Jim Fowler, Diana Bushway, Kara Lee, Robin Forsaith, Sandra Perron, Donna Campbell

Excused: Eric Lutz

Absent: Sheila Beck

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

Minutes:

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

Standing Reports:

Treasurer's Reports: Robin reviewed the August 2010 Treasurer's reports. Little activity was noted in August. There is some question about the person to whom the "In Memory of" donation was deposited; the first name of the individual is not "Pat Royce," but a woman whose last name is Tabitha Royce who passed away earlier this year. Diana motioned to accept the August Treasurer's report, with name correction pending; Kara seconded the motion. The motion was approved unanimously.

Librarian's Report:

- **New Patrons** – 7 junior and 22 new adult patrons were registered during the past month.
- **USDA Grant** – the new computer stations have been installed. Everything, including the security software appears to be working. Billing for all grant-related items and services should be complete by the end of this month.
- **CLiF Award** – The Library received a CLiF grant for \$2000.00 in new books. The books will be presented at the North Charlestown School in early November. The staff has selected Dagmar Congdon as the day care provider who will also be awarded books for the children in her care. She regularly brings the children in her care to story hour and the summer reading program.
- **Budget** – budget season is upon us, so we need to be thinking about the Library's budget.
- **Miscellaneous** –
 - Old computer desks are currently being used as plant stands.
 - Paperback stands needs to be disposed of.
 - What will be done with the old pcs that have been replaced?
 - Due to recent thefts, all DVDs are now behind the desk. Patron will select from the empty cases.
 - Inter-Library loan policy may need to be revised. Sandy expressed that there are several new patrons asking for inter-library loans material and not returning it in a timely manner. Some of the material is not readily replaceable should it not be returned. Jim suggested that we consider that ILLs should only be granted to patrons who have been active for a certain period of time (to be determined). Sandy suggested that any material deemed by the library director to be difficult to replace may be held for in-house use only.

Old Business:

- **USDA Grant – Project update:** see notes on USDA grant above.
- **CLiF grant update** - see notes on the CLiF grant above.
- **Emergency Procedures** – No new news to report. Sandy is still waiting to hear from the insurance representative, then we can move forward.
- **New circulation software** – Sandy indicated that she doesn't think there'll be enough money in this year's budget to purchase this new software and recommends that we discuss this again at a later time.
- **New book shelves** – Jim wanted to extend his thanks to all who were present to help assemble the new book shelves.

New Business:

- **2011 Budget** – Sandy has obtained the budget worksheets from Jessie at the Town Offices. Sandy also said that there are a couple of lines that will be expended by the end of the year (Dues & Subscriptions, Travel, computer, equipment). More money will come out of Education & Workshops. Sandy feels that Books General Fund line should be increased by the Town to 3,500.00 (a 1,000.00 increase) due to the increase in cost of books and decrease of book donations. Sandy would like to prepare a proposed budget, taking into consideration any additional changes to budget lines and present to Trustees.
- **Vacation Time** – Sandy would like to request additional vacation time. She would like to negotiate with the trustees to increase this time. She is currently receiving 3 weeks and 2 days. Sandy would like to request a minimum of five weeks of paid vacation, but would prefer six weeks of paid vacation. Jim indicated that this issue will be put on the agenda for the October meeting to be addressed by the full membership.

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

Next Monthly Meeting: Tuesday, Oct. 12 @ 4:00 p.m.

Meeting Adjournment: Meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Diana Bushway, Secretary
Silsby Free Public Library