

July 9, 2015

Fletcher Memorial Library

Present: Anne Christie, Janice Trecker, Luciann Norton, Margaret Haraghey, Lee Astin, Beth Regan, Susan Hochstetter, Chair.

Public: Dayna McDermott

The meeting was called to order at 4:05 p.m.

Dayna McDermott reported that one of the bound volumes of the Gazette was missing. This is the 2000-2001 volume and is a unique copy. If it is permanently lost, the issues bound in it will have to be located and the indexing will have to be redone. Dayna was most concerned about the safety of the remaining volumes. After some discussion, it was agreed that she would remove the remaining volumes to the town hall until some more secure provision can be made for them at the library.

The June minutes were submitted for approval. Margaret said that they should show the time Matt LaFontaine arrived for the meeting. This was 4:45 p.m. The minutes were then approved.

Luciann submitted the treasurers report, adding that Shane Navratil still has not completed our taxes as the preparer is on holiday. Sue asked about our dividends which have not yet shown up on our statement. Luciann said that often they are only reported quarterly. There was also a question about our money from the town. Margaret checked on line: we have been given \$32,682, a modest increase.

The treasurer's report was moved, seconded and approved.

Luciann then asked how to categorize our payment to the New Britain Museum ( \$75) for a museum pass. She decided to put it under library supplies.

Anne read Deb's report. In June we had 225 adult and 48 child patrons. 243 books were checked out, 65 requested via ILL. 100 DVD's and 9 audio books were borrowed, and we had 12 new library cards.

The Story Time, Song & Play program is now up to five children and their caregivers. The Father's Day Card workshop attracted 6 children and 4 adults. The Guitar Tuning group met in June but will take July and August off. We had Beth Regan's excellent ( and well attended) program on Native American culture and a visit on June 18 of the Hampton Elementary School third grade class.

Deb was off site for the ILL informational meeting in Willimantic, the Quiet Corner Reads finale and the monthly QCR meeting in Putnam. She reports that Leslie White has been volunteering Wednesday evenings and that Sarah Charpentier has been assisting with the children's story time. Deb requested extra volunteer help on Friday mornings from 10-11. Sue and Margaret agreed to fill in when Anne cannot be in the library.

Lee suggested that we break out how many children's and how many adult books are checked out. This was considered to be a good idea.

The next item of business was the porch. After some discussion, the library approved the bid of Keith Brooks. He will pour a tube footing for the sagging corner, install a 6 x6 pressure treated post, and replace the porch flooring. Initially divided over whether to go with Douglas fir or the composite Azek, the board opted for the latter. More expensive and requiring additional joists, Azek has the advantage of not needing paint which will enable us to use the porch sooner. We will also replace the rotted wooden lattice with a vinyl lattice of the same design. The total cost should be roughly \$9500 and will come from the Stone bequest.

The board then approved the library policies discussed at the last meeting: the Fletcher Memorial Library Complaint Policy and Procedure, Fletcher Memorial Library Donation Policy, Fletcher Memorial Library Patron Code of Conduct Policy and Fletcher Memorial Library Unattended Children Policy. Also policies regarding Confidentiality of Library Records, Customer Service, Use of the Library, Use of Announcement board, and Materials Selection Policy. Sue is starting a folder for these and future policy decisions.

The librarian's evaluation will be due in October, and Sue passed out the last evaluation form used and asked the board to consider revisions and alternatives. Luciann asked about Deb's hours and whether there was any flexibility for her. Anne said, yes, within the two week, 40 hour pay period.

Some other maintenance issues were raised: Lee noted that the windows leak outside air. Sue will contact Window World. Anne noted that the gutter on the south side is loose. Luciann will look up the name of the company that fixed one of the other gutters. Sue will contact painting contractors about costs for painting the front facade and also about power washing which, with the increased sunlight on the building after the tree was removed, might allow us to wait another year for paint.

Finally, the board voted to contract with Goodrich, who had come and replaced our fire alarm batteries, to monitor our building for fire. This will cost around \$300 a year but it is essential and might help with our insurance rates.

The meeting adjourned at 5:20. We will not meet in August. Our next meeting will be September 3 at 4 p.m.

Respectfully submitted,  
Janice Trecker