

November 6, 2014

Present: Margaret Haraghey, Anne Christie, Sonja Larson, Janice Trecker, Beth Regan, Luciann Norton, Matt La Fontaine, Lee Astin. Susan Hochstetter, Chair and Deb Andstrom, Librarian.

The meeting was called to order at 3 p.m.

The minutes of the October 2nd and Oct 8th meetings were approved with the corrections that new board members referenced in the Oct 2 minutes be labeled “potential” new board members, that a typo ‘I’ for ‘It’ in the same minutes be corrected and the word ‘appointed’ switched to ‘hired’ in the Oct 8 minutes.

Luciann gave the treasurer’s report. Basically we are where we should be in terms of budget. Lee was reimbursed for purchasing our new printer. We ought to acquire a new Visa card. Anne will apply for that for the library and Luciann will cancel the old one. Other items included unemployment insurance, lawyer’s fees and tax payments. There was some discussion of where the new desk computer would fall. Basically if it costs over \$600 it would go into “assets” and if less, into office equipment and supplies. A new pc tower is unlikely to cost \$600.

Lee asked if the new Agent Verso bill had yet arrived; not yet. we must be on the look out for that to avoid an interruption in service.

Deb presented the librarian’s report. We had 185 adult patrons, and 20 children. Together they checked out 190 books last month. There were 171 requests for ILL loans, and 49 DVD’s and 14 audio books were checked out. We had one new library card.

The report to the state (due 11/14/14) is in progress, however, some figures would be needed from the treasurer.

In other library news, on December 11, (10:30-11:30) the kindergarten teacher is bringing approximately 18 students for a library visit. Sue noted that the library will have its holiday decorations up by that time. The children will have crafts and food. Anne will do the desk that day for Deb.

Deb said that she plans more children’s programs and has already made contact with the school and been invited to the monthly reading assembly held at HES. She has also had visits to some area libraries and other meetings.

She noted that there is some peeling paint around the windows, especially sills over the radiators. And the gutters need cleaning and some repairs. Also under repairs, someone did come about the lock on the handicapped bathroom. At the moment, if the door is locked from the inside, it can be opened with a quarter. However, Deb hopes the repairman will return soon with a better solution.

Finally, she asked that information about the Book & Bake Sale be posted on the town hall web site. Janice will forward this information to Liz.

Sonja gave the Assistant Librarian's report. She mentioned that Judy Hohman, our cleaner, has had knee surgery. Also that Judy's son has offered to help with the book set up for the sale. In other news, we bought 22 adult books and 10 junior books since the last meeting.

The board then added two items to the agenda. Confirming Matt as a board member and as our maintenance person and confirming Janice as secretary. It was moved and seconded and voted to add the items, and then both motions were moved, seconded and approved. Sue stressed to Matt that we did not expect expert repairs. On anything like the chimney repair, he just needs to see that the work is done. He said he would get right onto cleaning the gutters and replacing the spikes that have come loose. Matt will also find some more people to help moving books on the day before the Book & Bake.

Sue said that the set up will start between 1:30 and 2, and unsold books will be collected by Big Hearted Books. We will need to have these volumes boxed up by the door and they would appreciate help loading them onto their truck.

Lee said that we need more cartons and Sonja said we should also get some beer flats to display the books.

There was some discussion about other items that might be offered at the sale, including a new expresso machine, t-shirts, prints, etc. We will have them available on the day.

Sue also reported that financial records are now in a locked drawer upstairs and that new board members will have to fill out forms for the insurance company.

In other business, the board decided that , as of Jan. 201, board meetings will be held at 4pm on the first Thursday of each month. Because of this change, the Dec. 4, 2014 board meeting will be a Special Meeting, held at 4pm.

A Holiday Open House has been scheduled for Dec. 14, 11am-1pm. Food and drinks will be served.

Our "bad" weather policy will follow the school. If the school is closed, so will be the library, and if the school has a delayed opening, the library will follow suit, providing the parking lot has been plowed, unless library hours are already over. Trevor Frizzell will be shoveling our walks again this year.

A shredder has been purchased for the library.

A motion was approved to purchase a new computer for the front desk, that will support Windows 7 or higher, so that we can upload a new version of Verso. A budget was set for \$600.00.

Policies regarding books and donations, as well as, overdue books are in the process of being gathered and determined.

The meeting was adjourned at 4:45 pm.
The next meeting is Dec. 4 at 4 p.m.

Respectfully submitted,
Janice Trecker