**New Durham Public Library Trustees Draft Minutes**

New Durham Public Library Trustees’ Meeting

June 6, 2017

At the New Durham Public Library

**Members present**: Lee Newman, Laura McCarthy, Rich Leonard, Bill Kendrick

Cathy Allyn, Library Director

**Call to Order**: Lee Newman called the meeting to order at 7:06 PM

**Public Input**:

There was no public input.

**Approval of Minutes**:

Rich Leonard made a motion to approve the minutes of the May 2, 2017 meeting as written. Laura McCarthy seconded. The motion passed.

**Financial Report**:

Submitted by Rich Leonard, Treasurer.

Operating Account Balance $4,109.94

Trustee’s Account Balance $ 10,190.56

For the period ending May 31, 2017.

The Trustees signed the invoice register.

Bill Kendrick made a motion to accept the Treasurer’s Report. Lee Newman seconded. The motion passed.

**Director’s Report**:

Mrs Allyn stated that the various May programs were well received by the participants. The walk-way study is still in progress.

The third reading of Library Policy: Circulation of Library Materials was conducted.

Lee Newman made a motion to accept. Laura McCarthy seconded. The motion passed.

Another Cliff Grant was received which will provide a Story Teller for the summer.

A new Town web-site will be on line next week.

Storage/building/extension is still under discussion. Storage for tables, chairs, and some books is needed. Safety is a concern.

May was a very busy month. Circulation was up. E-books were up. Concerns were raised about the continued funding of the very popular inter-library exchange.

Cathy’s Review was discussed. Laura McCarthy made a motion to accept the review. Lee Newman seconded. The motion passed.

**Old Business**:

The walkway is still being discussed with the Town.

The Circulation Policy was updated. Bill Kendrick made a motion to accept. Laura McCarthy seconded. The motion passed.

Carpet tiles were discussed. Cathy stated that the Somersworth Library uses them successfully. The price is pretty much the same from various installers. The target date for installation will be the Fall.

A meeting policy for the Trustees was discussed. This included proper behavior and etiquette during meetings, cell phone use and attendance.

**New Business**:

Library keys were discussed and it was agreed that the only people with keys would be the Director and Staff members. Laura McCarthy made a motion that the Director and Staff would have possession of library keys. Rich Leonard seconded. The motion passed. Rich Leonard turned in his key.

A motion was made to adjourn by Rich Leonard. Lee Newman seconded. The motion passed and the meeting adjourned at 8:38 PM.

Respectfully Submitted,

William Kendrick, Secretary