

New Durham Public Library Trustees Draft Minutes

New Durham Public Library Trustees' Meeting
November 1, 2016 7:00 pm
New Durham Public Library

Members Present:

William Kendrick, William Meyer, Lee Newman
Others Present: Cathy Allyn, Library Director

Call to Order/Agenda Review:

Chairperson Lee Newman called the meeting to order at 7:05 pm.

Public Input:

There was no public input.

Approval of Minutes:

Motion by William Meyer to approve the minutes of October 4, 2016, as written; second by William Kendrick. The motion carried unanimously.

Motion by Mr. Meyer to approve the minutes of October 18, 2016, as written; second by Mr. Kendrick. The motion carried unanimously.

Financial Report:

Report submitted by William Meyer, Treasurer. "Operating Account" balance is currently \$6,805.02 and "Trustees Account" balance is \$8776.56. Accounts are balanced and reconciled. Trustees signed the invoice register.

Motion by Mr. Kendrick to approve the Treasurer's Report and financials; second by Mr. Meyer. The motion carried unanimously.

Director's Report and Informational Items:

October 2016 Library Statistics:

Total circulation for the month is up from other years, except for a banner year last year. E-books continue to climb.

September 2016 Programming:

Stories Sung in Clay has wound up with a spectacular additional session on Native American music with 68 attending. The video is finished and will be played at the celebratory assembly on Nov. 4
First Steps program serves an average of 18 people and *Storytime* has been very well attended.
FIRST LEGO League Jr. is going smoothly with Nichole Hunter as head coach.

We also launched our *Score With Reading* program, finishing up the books written by children on the kindergarten soccer team, and presenting a copy to the school librarian in front of their peers.

Outreach to NDS with *Kindergarten Kapers* started up this month. Director Cathy Allyn goes into both kindergarten rooms to read and do drama.

DRAFT LIBRARY TRUSTEE MINUTES

This year we did our Halloween Extravaganza two evenings to coincide with the school's trick-or-treating program and the Town's observance; we did 18 full-length shows for 175 people on Friday, and 23 shorter shows for 98 people on Monday.

Thirteen adults received flu shots at the *Flu Clinic*.

Both *Mystery Book Club* and *Book Club* had low turn-out, falling prey to illness.

Candidates' Night brought in 21 people.

Director Allyn indicated the main computer is now being backed up, Governor Wentworth Arts Council sent us our annual \$150 grant which is to be used for art classes for the primary grades, and the Budget Committee will discuss the library's budget on Nov. 30. She is to obtain the final figures generated by Town Hall and send the information on to the Trustees.

During discussion on technology, Mr. Newman said a big screen TV would be a good purchase, as one enhances the programming at Being Cool After School. Mr. Kendrick said the library should be on par with the school regarding technology. Director Allyn said she would pursue the technology issue with the school district's IT specialist.

Old Business:

Library Survey/Questionnaire – Ms. Hunter will be putting the questionnaire on-line in the near future and there will be copies available at the front desk. Director Allyn checked about having copies available during the election and was told it would not be possible.

New Business:

Ergonomic Assessment – The Trustees reviewed the assessment provided by Primex. Suggestion was to cut the shelf and merely slide it back so it no longer protrudes. If another shallow file cabinet were purchased, it could fit under the reduced circulation area and the remaining file cabinet could be stored over by the main computer. Director Allyn is to get three estimates, per TA Scott Kinmond's advice.

Mr. Kendrick shared information from a workshop on Library Construction Projects at the Hooksett Library he attended. Highlights included getting support from residents, checking out what other libraries have done, and keeping accurate records. Mr. Meyer noted that a Town Building Inspector indicated we could have a second floor.

Adjournment:

Motion by Mr. Kendrick to adjourn at 7:59 pm; second by Mr. Meyer. The motion carried unanimously.

Respectfully submitted,

Cathy Allyn, Library Director

New Durham Public Library Trustees Draft Minutes

New Durham Public Library Trustees' Meeting
Special Meeting
October 18, 2016 12:30pm
New Durham Public Library

Members Present:

Lee Newman, William Meyer, Richard Leonard, William Kendrick

Others Present: Cathy Allyn, Library Director

Call to Order/Agenda Review:

William Meyer, Treasurer, called meeting to order at 12:40p.m.

Public Input:

There was no input.

Approval of Minutes:

No minutes were reviewed

Financial Report:

No report

Director's Report and Informational Items:

Update given regarding budget line items, operating budget proposal, and employee salary recommendations for the 2017 budget.

Old Business:

All employee evaluations have been reviewed by Trustees and approved.

New Business:

2017 budget proposal was discussed. Motion made by William Meyer to approve budgeted salaries of \$65,745 and an operating budget of \$21,050 and Town Hall lines of \$37,233 (some lines are still subject to some changes). Total proposed budget \$124,028 Motion seconded by Lee Newman. Motion carried.

Adjournment

Motion made by William Kendrick to adjourn at 1:10pm, seconded by Richard Leonard, motion carried.

DRAFT LIBRARY TRUSTEE MINUTES

Respectfully submitted,
Richard Leonard, Secretary