

Maxfield Public Library
Board of Trustees Meeting: April 21, 2008

Minutes

5:00 pm Trustees Sandy Blanchard, Greg Silva and Susan Kowalski, Library Director Nancy Hendy, guest Dwight Broadstone, and residents Ann Plummer, Russell Cochran, Roy Merrill, Dustin Bowles, John Plummer.

The minutes from the March 17, 2008 meeting were read and approved.

Financial Report: Nancy clarified the report stating that several contracts would be coming due that will significantly lower the remaining balances. The bill to repair the column that was damaged by falling ice was pending as well. The estimate was for \$990. Sandy asked about insurance. Nancy said the deductible was \$1000 per incident.

Director's Report:

Cheryl Ingerson represented the Library at the Loudon Elementary School's **Literacy Night** on 4/17/08. She has almost completed her *Juvenile Nonfiction Collection Development classes*. The \$100 course fee was covered by a credit given to the MPL by the NHSL for allowing them to run classes in our meeting room.

The most recent **book sale** was on 4/19/08. Advance notice is sent to interested parties by e-mail and postcard. Sue suggested notice be sent to Martha Cheney for the Town Crier section in the Sunday Monitor in addition to the weekdays Town News section.

Amanda Masse said, on 4/19/08, that the **Loudon Recreation Department** will pay for the annual library passes to area attractions since the Library's budget cut would otherwise require the elimination of those services. The Trustees appreciated this offer and Sue said the pass information should state that they are provided by the recreation department.

Specifications for the end caps and tops for **Children's Room bookcases** are being drawn up so that we can begin to gather cost estimates. The laminates and trims need to match the circulation desk materials.

Townpeople continue to sign the **statement of support** for the Library. The total at this time is well over 250 names.

Melanie Seavey is donating fifteen hours of her high school **community service time** to the Library. She is working on our vital statistics database that was originally organized by Pauline Locke in the mid-eighties. Sue suggested we coordinate with the Historical Society since they receive regular inquires about ancestors and are working on a cemetery data base.

Nancy attended a seminar this morning on Overdrive, the downloadable audio books program to which we subscribe. The cost is \$500 annually but is expected to rise 40% as they become compatible with iPods. Sue asked for numbers of Loudon users of the on-line audio book service.

Dwight Broadstone- a Loudon resident asked if he could present the Trustees with a summary of library statistics that he had collected. He compared our data with that of libraries in towns of

3000-6000 residents. He found that our statistics are generally consistent with other libraries in this category. Our statistics show that we are acquiring more electronic media and are not lending as many books etc. Mr. Broadstone felt that the library is a bargain for our town. Mr. Broadstone stated that he intended to create a web site for townspeople to post comments. He stated that he believes issues could be dealt with objectively and thus resolved.

Meeting with Selectmen on April 11: Greg saw the meeting as ending with the Selectman Steve Ives stating if a town surplus exists at the end of the fiscal year, the Trustees should be ready to accept a determined sum. Sue asked about Steve Ives suggestion to charge non-Loudon residents who use the library. Nancy reported that currently they are charged \$15 but the price had not been raised in a long time. She estimates that there are only 10-12 non-Loudon users.

A discussion of ways to cut the budget by 30% ensued. Nancy Hendy suggested cutting hours back from 40 to 30 by closing Monday and at 5:00 pm instead of 9:00 pm on Thursday. Nancy also stated that employees would not work when the library is closed. Currently cataloging and tagging on the state system is done when the library is closed to avoid interruptions. Greg requested a copy of library usage including meeting space and circulation. He also requested a breakdown of each budget line item for review of possible budget cuts. It was agreed that the Trustees needed to schedule a special meeting to review the budget once this data is compiled. The tentative date is Monday, May 5, 5:00 pm. The meeting will have to go into executive session because it will concern staff cuts.

Sandy announced that she has a conflict with the May meeting. It was tentatively rescheduled for Tuesday, May 20, 5:00 pm.

Donation from the Bahres: The Library received two \$50,000 donations, one from Bob and Sandy Bahre and the other from Gary Bahre. May 20 is tentatively set as the date to accept the gift. Sandy said she would like to see the money used to start an endowment, the interest to be used for library programs. Greg and Sue wanted to see the Children's room finished, use some money to off-set some of the budget cut and save the rest. Nancy thought the Children's room could be finished, the balance invested and the interest used to fund children's programs. In the meantime, Sandy and Nancy would look into the best account to open and deposit it into.

Loudon Ledger: Sue will send the approved March minutes along with an announcement of the Bahres' donation, and the first installment of a "Library Fact and Fiction" section concerning book sales.

Air-intake platform: Desmeris should be called back now that the snow has melted for an estimate. Greg said he could meet with the contractor any time after 4:00 pm, except Wednesdays.

Personnel evaluations; Nancy would prepare evaluations for staff. Greg and Sandy will get together to review Nancy.

Reviewing Policies: Several types of policies should be listed and prioritized, one review to be started at next month's meeting.

Parking lot stripes: Greg reported that he spoke with Dave Rice and Mr. Rice said he put the job in the schedule and will get it done in the next couple weeks.

Other Business:

The Children's Room fundraising sign will be taken down.

Sue will find out who the local head of 4H is and inquire about repairing the outdoor bulletin board which they built and donated; the glass is broken. If 4H is not able, the Boy Scout troops could be approached.

Sandy invited comments from the townspeople in attendance: Roy Merrill stated that he thought the Bahres' donation should be used to finish the Children's room and the rest invested. He recommended a CD from Federal Credit Union at 4% interest. Russell Cochran suggested not taking all the interest each year but let it grow to keep ahead of inflation. Dustin Bowles suggested getting a quote from another town resident for the air-intake platform job.

The meeting was adjourned at 7:21 pm.

Next meeting is tentatively scheduled for Tuesday, May 20, 2008, 5:00 pm.

Sandra Blanchard

Gregory Silva

Susan Kowalski