

Maxfield Public Library
Trustees Meeting, May 20, 2008

Minutes

5:00 pm

In attendance: Trustees Sandy Blanchard, Greg Silva, Sue Kowalski and Library Director Nancy Hendy.

Minutes of the April 21, 2008 meeting were approved with minor changes. Sandy remarked that a thank you letter needs to be sent to the Recreation Committee for taking over the expense of the passes. Sue will compose a letter.

Financial Report: Nancy reported that she would write a cover letter to the auditor to explain the change in bank accounts during the year. The change was made to avoid fees.

There was discussion of the heating oil pre-buy from Irving. Sandy and Sue thought the oil for 2008-2009 should be bought from the balance of this year's budget and then wait to buy oil for the 2009-2010 season until July 2009 when it would part of that fiscal year, thus saving money in the upcoming budget. Greg expressed his concern about leaving enough in that line for 2008-2009. Nancy will check with Irving to find out when the pre-buy would be available. The Trustees decided to make a decision after Nancy checked with Irving.

Director's Report:

- Two donations to the Children's Room Fund came in during the past month for a total of \$135.00.
- Children's Librarian Cheryl Ingerson is in the process of arranging the annual class visits from the Loudon Elementary School. The children will hear about the Summer Reading Program. This year's Australian theme is "*G'Day for Reading!*" Cheryl is asking the PTA once again to donate funds for the program.
- The next book sale will be in July.
- The *Kids, Books, and the Arts* grant we have been awarded is for \$130.00 and is to be used toward the SRP performance by Steve Blunt.
- A volunteer and her caregiver will be watering our outside flowers once a week.
- Kaity Smith has been volunteering for her community service hours. The project she worked on was tallying periodical use for 2007.

Old Business

Sandy, Sue and Nancy reported that they felt the **New Hampshire Library Trustees Association Conference** was very worthwhile. Sandy asked Nancy to look into acquiring the book "The Library Legal Answer Book," as recommended at the conference.

There was discussion of the very productive meeting with Loudon Office Manager, Jean Lee regarding the library taking over **payroll**. The library needs to apply for ID numbers for federal taxes, unemployment (Nancy) and the municipal retirement fund (Sandy). There was discussion of paying weekly vs. biweekly and it was decided there was little price difference so payroll will be done weekly. After looking into payroll services and other options, the Trustees voted to

engage the services of Norma O'Brien to manage the payroll. The expected cost will be about \$1000 per year to come from the trust fund.

The Trustees voted to reduce **library hours** by 10 hours in order to meet the 30% budget cut. Beginning July 1, 2008 library hours will be: Tuesday 10:00am – 9:00 pm, Wednesday 1:00pm-9:00pm, Thursday 10:00am-5:00pm and Saturday 9:00am-1:00pm.

The Trustees agreed to change their **meeting time** to the third Tuesday of the month, 5:00 pm at the library, starting in July because the library will be closed on Mondays.

The Trustees will hold the public hearing to accept the **Bahres' gifts** at the next meeting on June 16. Nancy will put the notice in the paper. Sandy reported that the checks had been deposited into a money market account for the time being. An account could not be opened at the Federal Credit Union as recommended by Roy Merrill because the library is a municipality. Nancy reported that the majority of patrons were not in favor of using the donation for operating expenses. Nancy and Cheryl will prepare suggestions for Children's Room furniture. Nancy will get estimates for building the end caps, bookcase toppers, computer stations and AV room counter.

It was decided that the "**Fact and Fiction**" article for June will cover the closing of the library during Christmas vacation for inventory. Nancy reported that circulation records showed that week was very quiet. It was agreed the decision could be reviewed.

No progress had been made on the air intake platform.

The Trustees agreed to write letters to the **employees** being let go. Sandy would compose the letter to Jean Nelson and Sue will do the others. There was discussion of vacation time owed Jean Nelson. After consulting the personnel policy it was decided that she was owed one week of vacation for 2007 and half a week for 2008, minus any time she may have taken since January 1, 2008.

Employee evaluations for Barbara Sullivan and Sarah Jarvis were reviewed.

7:29 pm - the Trustees unanimously voted to enter non-public session to discuss employee pay rates.

8:02 pm - the Trustees unanimously voted to end the non-public session.

It was agreed to start reviewing policies in July starting with the personnel policy.

8:06 pm the meeting was adjourned.

The next meeting will take place June 16, 2008, 5:00 pm.

Sandra Blanchard

Gregory Silva

Susan Kowalski

