

Allenstown Public Library
Meeting of the Board of Trustees
November 20, 2013

Call to Order 3:08

Present: Pauline Boutin, Kim Carbonneau, Library Director Amber Cushing

Acceptance of Agenda: Pauline made a motion, seconded by Kim to accept the agenda as presented. Motion passed.

Acceptance of Minutes: Kim made a motion, seconded by Pauline, to accept the minutes of the October 24 meeting. Motion passed.

Budget

- 2013 Review: By estimation, there will be a small amount left over after adjusting some of the lines for overage and underspending. Payroll will be covered.
- A \$50 honorarium from Pembroke Women's Club was presented to Amber for her presentation to them. It was used for supplies, approved by Pauline. Ink and other general supplies was purchased.
- Thank you letters for furnace donations and friends donations need to be written. Pauline will write the Thank You's. We have the postage and envelopes. Amber will send her the form.
- Spring fundraiser in May or June? Will be revisited next month. There is a possibility of working with the Boys and Girls Club.
- The final budget committee meeting will take place the first week of December.

Building & Maintenance

- Furnace: Old furnace still hasn't been picked up. They may be busy with the time of year.
 1. The final payment is still pending.
 2. The gofundme receipt will be written on letterhead and sent to Joanne Bokum.
- Safety Inspection: Pauline will meet the rep on Monday for the final inspection.
- Brickwork: Tabled until we hear from Ron with the Highway Department.
- Fall Clean up: Kim will come by on Saturday—weather permitting.
- Fluorescent Lights: Tabled until Al has time. They are working for now.
- Vacuum Cleaner: The new vacuum cleaner was purchased. The old one will be offered to the Boys and Girls Club, but they have to pick it up. We also have a couple of book spinners that are available.

Library Director's Report

- Policy Review: The new circulation policy was presented. Kim made the motion to accept the new policy as presented. Pauline seconded. Motion passed. It was decided that in order for patrons to take out materials, the application should be filled out in its entirety.
- Change to the charge for faxing will be implemented when the budget is adjusted.
- Technology Update (computer bill) The bill is still pending. We need another set of headphones. The front desk computer needs to be wiped as it crashes constantly. Amber is doing that clean-up.
- Statistical Data Review (See below) Traffic should start to go down for the next few months. Downloadables continue to climb.
- Senior Center Event: 7 people attended the geneology event that Amber presented at the Senior Center. Canadian American Digital Society may trade digitized records from St. Jean the

Baptist. More information to follow. There may also be the opportunity to buy a membership for patrons to share.

- ALTA: There was participation for the Halloween event, but the kids are very busy and attendance has dropped off.
- Book Leasing for 2014: Upon further investigation, it was determined that it would not be to our advantage to enter into the program at this time. We can look into it again in the future.
- Monthly Staff Meeting Time: There has not been a staff meeting yet. There is a white manual that outlines library operations. We still need a locked filing cabinet for trustee materials.
- Friend's Group: Joanne is working on the legality and order of operations for creating the Friends group. We need 3 people to come forward to be part of the group. It does not have to be a resident. It will be less work and responsibility than being a Trustee. Flyers could be distributed and advertisement could be put in the school newsletter. Kim will talk to administration.

Old Business

- Mrs. Plourde's Memorial: The granite bench was delivered on November 20, 2014. The bill for \$498 is pending but is in the budget. The suggestion was made to pair the dedication of the bench with Dr. Seuss's birthday in March.
- Moose grant paperwork will be notarized November 21, 2014 and returned to the library to be processed.

New Business

- Library Hours: Tabled until December.
- Grants acceptance: Motion was made by Kim and seconded by Pauline to accept the donations made toward the furnace from gofundme in the amount of \$136.36. and in checks for \$45.75. Motion passed.
Motion made by Pauline and seconded by Kim to accept the donation toward establishing a Friend's of the Library group in the amount of \$1,000 from the Laura B. Trust. Motion passed.
- Warrant article: Shaun confirmed that the warrant article that was passed last year is sufficient language for us to create our own trust for capital improvements.
- AES programs survey: There has been low attendance at movies and craft time. The calendar is helpful but Amber was thinking of distributing a survey to gather information. Kim will check with the administration and bring a report in December. Amber will have a survey to look over at the next meeting as well.

<i>Downloadables</i>	<i>Traffic (ave/day)</i>	<i>Physical Circulation</i>
January: 17	January: 12.5	January: 202
February: 18	February: 14.69	February: 142
Mar: 28	Mar: 14.92	Mar: 161
Apr: 26	Apr: 10.69	Apr: 200
May: 63	May: 9.81	May: 247
June: 56	June: 22.6	June: 549
July: 59	July: 15.8	July: 724
August: 63	August: 15.9	August: 652
September: 60	September: 16.6	September: 403
October: 70	October: 15.13	October: 462

Next Meeting: December 19, 2014 3:00

Adjourned 4:50