

Allenstown Public Library
Meeting of the Board of Trustees
January 30, 2014

Call to Order

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

Acceptance of Agenda: Motion to accept agenda as presented made by Pauline, seconded by Joanne. Motion passed.

Acceptance of Minutes: Motion by Pauline to accept minutes as presented, seconded Joanne. Motion passed.

Budget

- 2013 Review: Final balance less than \$2.00. Some payments for 2013 were made from non-lapsing in the amount of \$3,181.16 to cover the final payments. The balance in the non-lapsing account is \$1,445.92. The balance of the grant account is \$3574.28, but \$2,660.00 for catalog is encumbered and a \$970 payment is outstanding.
- Input for proposed cuts for 2014: Tentative 2014 budget attached and will be reassessed after the deliberative session.
- Spring Fundraiser: Tabled until Friends have a chance to discuss it further.
- Deliberative Session: The plan for deliberative session is to allow the Friends group to speak on behalf of the library.
- Purchases : Tabled until next meeting. Computers Antivirus/cleanslate Paper shredder

Building & Maintenance

- Update on fundraising: Applications have been submitted. More information to follow.
- Furnace: The final payment for the furnace was made on 1/9 in the amount of \$2,650 from the non-lapsing account.
- Snow Removal/Dumpster: Amber is doing snow removal. On the big storms we will help.
- Brickwork: Tabled until we hear from Ron with the Highway Department, at least until spring.
- Fluorescent Lights: Bulbs replaced and new bulbs in portico light installed.
- Toilet: Al fixed the toilet.
- Filing Cabinet: Tabled. We still need a locked filing cabinet for trustee materials.
- Spinner: The spinner was washed and the books have been moved and are seeing more action.

Library Director's Report

- Policy Review: Amber will pursue work with the police department after the deliberative session.

Friends agreement-delegate On hold until the plan is drafted.

Approve print change to \$.50/page. Pauline motion, Kim seconded. Motion passes.

The Fax Policy will reflect a change based on area libraries, yet to be determined.

Technology Update: The bill is still pending. Kim picked up three pairs of headphones and Joanne brought one. They must be checked out for use from now on.

- Statistical Data Review (See below)
- ALTA: ALTA may work on Summer reading program. There is a video contest to advertise that the group may participate in. More information to follow.

Old Business

- Mrs. Plourde's Memorial: The suggestion was made to pair the dedication of the bench with the opening of the summer program in July.
- Moose grant paperwork: Paperwork has been submitted. Response is pending.
- Programs Survey: Tabled.
- E-rate:E-rate submission was made. We will find out about whether we get the money in July. Confirmation came from Fairpoint verifying that we are customers.

New Business

- Survey of Allenstown residents who use the Pembroke & Hooksett libraries was discussed. It will cost equal to 62 stamps and the paper necessary to print them. Motion made by Joanne, seconded by Pauline to approve that expenditure when the preliminary work with the other libraries is complete. Motion passed. At this time, Pembroke has 12 Allenstown users (including PA students will free access) and Hooksett has 19 Allenstown users.
- Time Sheets: Time sheets will from her on be done electronically. Three training sessions have been set. Pauline and Amber will attend. Pauline will be responsible for signing Amber's sheet. Amber will sign Patty's and Rose's.

2013 Statistics--Final

<i>Downloadables</i>	<i>Traffic (ave/day)</i>	<i>Physical Circulation</i>
January: 17	January: 12.5	January: 202
February: 19	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
November: 69	November: 11.28	November: 336
December: 76	December: 11.05	December: 337
TOTAL: 606	TOTAL AVE: 14.67	TOTAL: 4415
450% growth Jan-Dec.		2012 total: 2610
		% change: +69%

Next meeting: Thursday February 6, 2014, 3:30

