

**Allenstown Public Library  
Meeting of the Board of Trustees  
March 6, 2014**

**Call to Order**

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

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

Acceptance of Minutes: Motion to accept the February 6 minutes and the January 30 minutes as presented made by Kim, seconded by Pauline, motion passed.

**Budget**

- 2014 Budget Review: The balance of the budget is \$34,637. The primary purchases were computer and licensing (ancestry: \$190.00 and movie license: \$192.00). The balance of the grant account is \$3574.28, but \$2,660.00 for catalog is encumbered and a \$970 payment is outstanding.
- Spring Fundraiser: Tabled until Friends have a chance to discuss it further.
- Purchases : A paper shredder was purchased for \$64.99. The board agreed that a locking file cabinet should be purchased to hold confidential records. Amber will pick one up at Walmart before the next meeting.

**Building & Maintenance**

- Furnace: There is a bill pending for adjustments to the furnace and vents as well as repair of the outside valve which had broken and was leaking water.
- Efficiency estimates: The free energy audit from Liberty Utilities was completed. The library will qualify for incentives for upgrading the energy efficiency of our building. Three quotes were received from Building Efficiencies, Quality Insulation of Meredith, and Newell and Crathern. After careful consideration of the three quotes, motion to accept the quote for Newell and Crathern to pursue upgrades for insulation was made by Joanne and seconded by Kim. Motion passed. Amber will contact Liberty Utilities with the proposal. The quote came in at \$3,026.72 before rebates and is attached to these minutes.
- Snow Removal/Dumpster: Calcium chloride needed although we have enough for one more storm. The walkway must be cleared each Wednesday morning for bin service from the state library. A permanent solution to the snow removal problem will be addressed in the spring. For now, Kim and Al will take care of the large wet storms.
- Brickwork: Tabled until we hear from Ron with the Highway Department, at least until spring.

**Library Director's Report**

- Policy Review: Tabled until next month. Amber will pursue work with the police department on a recovery policy.
- The Friends agreement has been drafted and approved. A delegate will need to be appointed at the next meeting.
- Technology Update: Two computers arrived with damaged hard drives. They have been repaired under warranty and are on their way back to the library.
- Statistical Data Review (See below)

- ALTA: The group was unable to participate in the video contest. The ALTA group will pick up when the weather gets warmer.

### **Old Business**

- The fax cost is included in the copy policy. 50 cents per page.
- Mrs. Plourde's Memorial: Tabled until July.
- Moose grant: Paperwork has been submitted for 2013 (\$10,000). Response is pending.
- Surveys have been created for AES families to comment on programming. Amber will check in with Carol Troy about the possibility of distributing one per family. Movie fliers will go with Kim today to be distributed at school on March 7.
- Survey of Allenstown residents who use the Pembroke & Hooksett libraries.
  - Pembroke: 12 sent, 9 returned so far
  - Hooksett: 19 waiting for board approval
- Electronic Time Sheets: Still waiting for training.
- Downloadable: The downloadable program will be reinstated but the library is required to pay the \$400 fee plus \$300 reactivation fee. Amber negotiated for a better deal with the company and we were offered an Advantage program membership for \$1000. That \$1000 can be used as credit for streaming video and downloadables that would be purchased and only for our patrons. The \$500 fee for subscription to the Advantage program and the \$300 fee for reactivation would be waived. After this year, we are under no obligation to continue with Advantage and there is no annual subscription fee. Concern was raised about spending so much of the book budget. The expenditure amounts to 30% of the book budget. DVD purchases would be cut as a result. Joanne made a motion to accept the Advantage Program for the downloadables with the stipulation that the \$160 left for books per month will be spent \$40 per month DVD and \$120 per month books. Motion passed 2 to 1.
- HTG Program grant approval was received.
  - A Walk Back in Time: The Secrets of Cellar Holes*, 9/25/2014, 6pm
  - Our share will be \$35.

### **New Business**

- Moose Grant: due in April This year we will apply for building renovations. Once our quote is secured, submission of the grant requires a letter from Selectboard and the Historical Society. Both vendors that the library received quotes from are approved by the State Historical Society. The quotes that was decided upon was from Winn Mountain Restorations for a total of \$9,731.00 to be paid in full by the grant should it be received. Winn Mountain has done local work and provided the best services for the cost. Quote is attached to these minutes.
- Historical registry status: Our position on the historical registry needs to be updated in order to be considered for a Moose Grant. Amber will make the changes and resubmit the appropriate reports.
- Library passes: There is no money in the budget for the library to buy passes for residents to use at local cultural centers at this time. Amber prepared a list of the library costs for each center to share with patrons who inquire.

**2014 Statistics**

<i>Downloadables</i>	<i>Traffic (ave/day)</i>	<i>Physical Circulation</i>	<i>Computer use</i>
January: N/A February: N/A	January: 12.11 February: 13.07	January: 415 February: 421	January: 44 February: 50

Next Meeting: April 24, 3:30