

Allenstown Public Library
Meeting of the Board of Trustees
April 10, 2014

Call to Order

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

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

Acceptance of Minutes: Motion to accept the March 6 minutes as presented made by Pauline, seconded by Kim. Motion Passed.

Budget

- 2014 Budget Review: After the town vote, the 2014 budget became \$48,100. Per emails, \$1000 was returned to the book line, \$147 (for Booklist) was returned to misc/dues line. The budget balance is \$30,329 (\$32,794 including the addition of the remainder of the unallocated money of \$2,465.) The balance of the grant account was \$3994.7 but the \$2,660.00 encumbered friends payment was made. \$995 remains encumbered from the catalog grant. The amount of training for the catalog is \$795. \$180 was used to purchase a new scanner to use with the catalog leaving \$19.85 in the grant account for the catalog. It must be spent on catalog related expenses. The non-lapsing budget amount is \$1,384,79. There is now a debit card attached to the non-lapsing account to pay for the name licensing which must be paid by credit card. The card is attached to Pauline and JoAnne's name will be added when she returns from her trip.
- Spring Fundraiser: Tabled until Friends have a chance to discuss it further.
- Purchases : A locking filing cabinet was purchased. \$100 purchase was approved for the purpose of buying a new desk chair.

Building & Maintenance

- Furnace: G& O billed \$693.78 for the furnace repair. That covered the venting in the basement and the repairs for the outside faucet.
- Efficiency estimates: Still waiting for feedback from Liberty Utilities.
- Snow Removal/Dumpster: Amber discussed what happens at other towns in terms of building maintenance and repair. Some libraries have a Memorandum of Understanding which outlines the responsibilities of town services. At the next meeting, we will create a document to put in writing the respective responsibilities that the town and the library currently share/perform. Kim will put Barrington's document in a format more appropriate for Allenstown.
- Brickwork: A quote was received from Stevens Stone Masonry for an in-kind repair of the bricks North and South. The cost would be \$1200. A final vote on the estimate will be 4/24. In the meantime we will work on getting another estimate or two

Library Director's Report

- Policy Review: Police recovery—tabled until the policy is reviewed with legal counsel..
- Catalog Policy changes: The new catalog allows for much specificity. See attached changes to the policy. They will go into effect when the catalog gets up and running. Our delinquency rate for SILC items is the highest in the consortium. We will start with keeping CD's back. Books on tape will go out for circulation.

- Technology Update: Amber filed a complaint with the NH Attorney General over the way the computer repairs were being made. Best Buy called on 4/8 and assured her they are “investigating.” Best Buy is required to respond to NH DOJ by April 14, 2014. A call from Gateway came today requesting that the computers get sent to a senior technician so they will be sent again.
- Patron management system : Decision tabled until we hear about the computers. \$117 purchases a time limit manager and keeps a record of patron computer times. It is compatible with clean slate. It also displays policies every time it logs on the computer. Patrons would enter their library card and the computer would log the times automatically. It will be ready for next month.
- Statistical Data Review (See below)
- Summer Reading program: Summer reading grant for \$2955 awarded from Findlay Foundation, (deposited on 3/28) Nashua, NH; KBA grant awarded to cover 1 presenter for \$50 (vs \$300) In early stages of planning. See attached for grant(s) budget. There is some leeway to move money within the lines. Kids who complete the program can win a Kindle Fire.
- Catalog training: May 14, 2014, will be six hours long. Required, paid for by the grant. This is a day that the library is normally closed. Amber, Patty, and Rose will need to be available for an extra six hour shift. The cost for an extra shift for everyone will be \$220. The board approved of that expenditure.
- Logo contest forms were sent with Kim to send along to Tammy Colby. She will distribute them to the kids who have submitted requests.

Old Business

- Mrs. Plourde's Memorial: Tabled until July.
- Moose grant: Paperwork has been submitted for 2013 (\$10,000). Approved for placement on agenda next week.
- Programming survey AES programs survey has gone out-will check with school over the next few weeks for responses
- Survey of Pembroke & Hooksett pay users
 Pembroke: 12 sent, 10 returned
 Hooksett: 19 waiting for board approval
 Will wait for word from Hooksett before I begin analysis
- Electronic Time Sheets: Training has not happened but the system is running. Pauline will have to approve all of the time sheets for all library employees.
- Downloadable: Downloadable movies are live as of 4/5/14
- 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.

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New Business

- Book sale; The library will be closed tomorrow from 2-4 so Amber can go to the book sale. \$10.00 a bag. She will take \$20.00 from petty.
- Window restoration-on going. Letter of support from Selectmen received.
- Historical register status-ongoing. Amber needs a document from ACGS, will go there and scan

on Saturday, 4/12. Patty will cover the library.

- Kim will forward the legal email to Amber. For our next meeting we will bring our questions and create a packet to forward.

2014 Statistics-final

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|---|---|--|---|
| <i>Downloadables</i> January: N/A February: N/A March: 25 (3/12-3/31) April: 17 (4/1-4/8) | <i>Traffic (ave/day)</i> January: 12.11 February: 13.07 March: | <i>Physical Circulation</i> January: 415 February: 421 March: 566 | <i>Computer use</i> January: 44 February: 50 March: 75 (est) |
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Summer reading 2014 budget-Findlay & KBA

| Event | price | date | spent | | |
|--|--------|------|--------|--|--|
| Mad Science: Spin, Pop, Boom | \$435 | | | | |
| KBA: magic of science (KBA match from Findlay) | \$50 | Sat | | | |
| NHPTV | free | | | | |
| Clif | free | | | | |
| MoS: Bridges | \$480 | Wkdy | | | |
| Mad Sci: Fizz boom pop | \$235 | | | | |
| MoS passes | \$600 | | \$600 | | |
| Book club | \$50 | | | | |
| craft (8) | \$160 | | | | |
| certificates | \$2 | | \$2 | | |
| reading logs | \$6 | | \$6 | | |
| bookmarks | \$4.25 | | \$4.25 | | |
| poster | \$1 | | \$1 | | |
| color posters | \$10 | | \$10 | | |
| ring pops (incentive) | \$30 | | | | |
| promo + supplies | \$63 | | \$38 | | |

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|---|------------|--|-------|--|--|
| Kindle (incentive drawing for those who reach goal) | \$139 | | | | |
| food for book club event, closing party | \$100 | | | | |
| printing: calendars | \$150 | | | | |
| staff time-events (3 hrs /wk) (Patty Tues 2-5) | \$240 | | | | |
| theme related books | \$200 | | \$200 | | |
| | \$2,955.25 | | | | |