

**Allenstown Public Library
Meeting of the Board of Trustees
October 24, 2013**

Call to Order 4:30

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

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

Acceptance of Minutes: Motion to accept the minutes of the September meeting made by Pauline, seconded by Kim. Motion passed.

Budget

- 2013 Review : Expenditures were reviewed. Line item expenditures were available through October 24. Projected expenditures were presented through December. We are favorable to budget due to grant monies, however, the lines are overbudget due to the same.
- 2014 Amber will work on a presentation of that budget to the Budget Committee.

Building & Maintenance

- Furnace: Work has been completed. G&O is going to pick up the unit in November. He is also going to secure the necessary permit. Message left with Dana regarding the ventilation being enlarged. The question is air intake into the boiler room. \$3,000 has been paid to date with the balance due upon receipt of the invoice. The furnace fund has had donation in the amount of \$442 in hard money. The on-line donations have to be adjusted to take into account the charges from gofundme. Pauline made a motion to accept the \$442 in donations for the furnace. Joanne seconded, motion passed. The money will go back into the non-lapsing fund.
- Safety Inspection: (Emergency Light) The emergency light was replaced. The total was \$147. Shaun was emailed reporting that the work was completed.
- Review of Energy Audit (attached) The energy audit report was received on October 23, 2013. Suggestions included turning down the water heater, installing vents on the radiators, caulking the windows, installing aerators on the bathroom faucet. We will turn down the water heater but the rest will be on advisement pending funding.
- Brickwork: Tabled until we hear from Ron with the Highway Department.
- Fall Trimming: Done
- Fluorescent Lights; They will be done as soon as Al clears up his accounts.

- Vacuum Cleaner: Joanne is going to purchase a new vacuum with a hose and a bag. \$100.00 limit.

Library Director's Report

- Policy Review: Amber talked to Chief Paquette. The statute for overdue materials is RSA 202(a) 25. The people have to be informed that they have violated the RSA. The police will deliver the letters. The form from Barrington was reviewed. Amber will work on this and we will revisit in November. At least ½ the overdue letters have been returned with no forwarding address. Amber will track how many DVD's are not coming back. The board decided to limit the borrowing of DVD's to 2 at a time. Amber will work on a new policy for that.
- Technology Update (computer bill) The amount of the bill is \$652.95. There was no invoice or estimate. There will be no action on this until Certified Computer Solutions, LLC calls back.
- Downloadable Books: \$600.00 will be paid out of our grant account.
- Statistical Data Review
- Senior Center Event: November 7 will be the new date for this event. It was rescheduled.
- ALTA: The kids met with Amber today. There will be a Halloween event on Saturday, October 26, 2013. The Alta board planned the event. There will be a scavenger hunt with books. A game, a craft, costume contest. \$20.00 will be used out of petty to purchase supplies. Amber advertised that the library will be open until 7 for trick-or-treating.
- Book Leasing for 2014: Amber recommended that we go ahead with a leasing program. 55 leases at a time can be had for \$1,047 for 13 months. The new catalog will track. You get to keep every fifth book. There is a 10% forgiveness for nonreturned books. Adult fiction books and YA books will be part of the program. Rose will monitor the statistics and manage the books that we take. The collection won't grow in size. At the end of the year, we keep 11. Amber will forward the board information and decision will be made in November.
- Book ordering for 2013: No more books until December until funding is clear.
- Monthly Staff Meeting Time: Amber would like to have time to have monthly staff meeting. Amber will have to come in on a Tuesday. Pauline will come in to cover the desk. Permission was granted to go ahead with that.

Old Business

- Mrs. Plourde's Memorial: The granite bench is ready to be picked up. Ron and the Highway Department will pick it up and put it together. The donations totaled \$500. Ron will do the epoxying. We need to find out who donated so thank you's can be written. The patio set needs to go to Town Hall. We can deliver the patio set and pick up the file cabinet Oct. 31 at 3.

- Grants Acceptance
- Pauline made a motion, seconded by Kim to accept the Moose Grant from the Department of Cultural Resources in the amount of \$8,745. Motion passed. Paperwork was signed and submitted. Copy attached. Kim and Pauline will get the paperwork notarized.
- Kim made a motion, seconded by Joanne to accept the NH Charitable Donation's Grant for \$2,560 to update the library catalog. This will cover the cost of the original update and the first year. The stipulation from the NH Charitable Fund is that the contract will be honored going forward. This will become a contracted service.

New Business

- Library Hours: tabled
- Warrant article: Amber would like to present a warrant article on the town ballot to create a capitol reserve fund for the purpose of saving money for future improvements. Kim will check with Shaun and get back to Amber.

Next Meeting: November 21 at 3:00

Adjourned 6:15

Statistics

<i>Downloadables</i>	<i>Traffic (ave. per day)</i>
January: 17	January: 12.5
February: 18	February: 14.69
Mar: 28	Mar: 14.92
Apr: 26	Apr: 10.69
May: 63	May: 9.81
June: 56	June: 22.6
July: 59	July: 15.8
August: 63	August: 15.9
September: 60	September: 16.6