

Allenstown Public Library
Meeting of the Board of Trustees
December 19, 2013

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: attached. The balance of the cost of the computer repair and the balance of the furnace cost are still pending.
- Input for proposed cuts for 2014: Downloadables will be cut from the library program for January. After the deliberative session, we can reinstate the downloadables if we possibly can. Grantwriting for library programming will be considered. Bottom line \$39,695.
- Spring Fundraiser: There is a possibility of working with the Boys and Girls Club.
- Deliberative Session \$ 3,770 was proposed for reinstatement for grantwriting time and \$400 for downloadables for a total of \$3900. The summer program will need photocopies for reading logs and certificates.

Building & Maintenance

- Furnace: The old furnace is gone. The final payment is still pending.
- Snow Removal/Dumpster: Trash will be put in the bulkhead for now. There is confusion about who is responsible for removing snow from the library grounds. Pauline will find out who is going to be doing our snow removal.
- Safety Inspection: Pauline got the word that the final inspection had been passed..
- Brickwork: Tabled until we hear from Ron with the Highway Department, at least until spring.
- Fluorescent Lights: Will be replaced next week along with light for the potico.
- Toilet: Keeps running. Al will check when we come to do the lights.
- Filing Cabinet: Tabled. We still need a locked filing cabinet for trustee materials.
- Spinner: Needs to be washed. Joanne will bring Amber to the carwash to wash it.

Library Director's Report

- Policy Review: Recovery Policy tabled until Amber can touch base with Chief Pacquette. The Fax Policy will reflect a change based on area libraries, yet to be determines. Copies will be raised to \$.50.

Technology Update: The bill is still pending. We need another set of headphones. Kim will pick up three sets.

- Statistical Data Review (See below)
- Canadien American Geneological Society may trade digitized records from St. Jean the Baptist. More information to follow.
- 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.
- Friend's Group: Kate Walker has agreed to be the Friend's Group president. Leslie Thompson will perform the duties of secretary. Once we have a treasurer, we can move forward. Several

people are thinking about it. The group is required to set dues and have one meeting per year. Participants be 18. The Friends Group is an important piece to getting 401C3 certification.

Old Business

- Mrs. Plourde's Memorial: The bill for \$498 is paid. The suggestion was made to pair the dedication of the bench with Dr. Seuss's birthday in March.
- Moose grant paperwork: Paperwork has been submitted. Response is pending.
- Programs Survey: Tabled.
- E-rate: Open enrollment is mid-January. Tabled until we have more information.

New Business

- Library Hours: Amber suggested hours for 2014. Motion was made by Kim and seconded by Pauline to enact Amber's suggested hours. (See attached schedule) Motion passed.

<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
November: 69	November: 11.28	November: 336

Pauline made a motion, seconded by Jo Anne to enter Non-Public Session per RSA 91-A:3 paragraph 2(a). Motion passed.

Pauline made a motion to close the non-public session and re-open the public meeting. Kim seconded. Motion passed.

Next meeting: Thursday, January 2 at 3:30 to be held at the Town Hall if available.