

HMML Minutes 9/28/17

Meeting called to order: 7:13pm

In Attendance:

Lara Croft
Elaine Miskinis
Jen Chapman
Michelle Wheeler
Ben Brown

Absent:

Charlie Goodspeed
Michelle Hogan

Secretary's Report:

Accepted August minutes without changes

Director's And Youth Room Report:

- Downloads and IOL are down a bit but the number of people taking out books is up this year.
- Youth Room: Birds of Prey (52)
- Eclipse Party (40 people attended)
- Book room was closed for August since it was the prize room, now it's open again
- Website is just about done and now the hosting will be switched, which will take a bit of work, but the site itself is looking good.
- Ben spent excess money on 3 PCs two laptops and a desk top. Replacing computers and monitors. That came to just over \$2,000, we also moved from armless chairs to chairs with arms (around \$370). We also renewed the Aquarium Membership. Genealogical Data base (Ancestry.com library addition is a bit expensive, but there's a group buy in with the state that we could jump in on \$1,800 vs \$500 if we go in with the group.)
- Scarecrow Contest is going very well - voting will probably start the second week in October. It's a Friends of the Library event.
- Newsletter - We're collecting email addresses right now. Maybe we can put something in Epping Squawks to let people know about the library newsletter if they're interested.
- Veteran's Day is on a Saturday this year. The federal holiday is Friday but the actual day is Saturday. The library will be closed both days.
- Columbus Day the library will also be closed

Treasurer's Report:

- The outreach budget says it's at 99%, however that's because at the last meeting Michelle H. gave us the information about all upcoming programs through the rest of the year, so Michelle W. plugged in the numbers to see if we would have enough funds in the budget. We do have enough funds, but it puts us at 99% (so the budget looks like we're on the upper end but we're actually doing quite well in terms of budget).
- Michelle suggested that this year we try to spend most of the money in the first half of December so that bills clear and we have the final numbers by the end of December. The less we have coming through in January, the better.
- The budget meeting is Monday at the Selectmen's meeting. Michelle W. will attend the meeting on behalf of the board.
- Michelle brought up the FTE topic that had been raised last month at the meeting. Lara brought up the question of whether or not we should bring up the issue of more staff with the Selectmen in terms of asking for more budget. Ben would love to have someone on circulation full time so that other staff can work on programs and other aspects of running the library. This will be discussed in non-public.

Addition:

Charlie is not here to discuss so that will be tabled until next month.

Book Selection and Policies:

- Lara has links that she sent to the trustees regarding a collection development policy that includes a policy for reconsideration of materials. We need a review procedure in writing so that if a book is challenged we have a set of procedures that patrons can follow and that we as trustees and the library all agree upon.
- Generally the library director is responsible for acquisitions but the policy is generated by the board. The same is true for computer use policy. So, we as the trustees need to create a computer use policy. Ben and Lara will draft policies for review during the October Meeting. We have patron confidentiality policy, laptop policy and telescope policy, and a few others, but as Lara pointed out we tend to generate policies as we need them, but we need to be more proactive so that the policies are in place before we need them.

Adjourned to non-public 7:48pm pursuant to to RSA 91: A:3 II a and RSA 91--A:3 paragraph II --
c

Adjourned to Public: 8:46

Meeting Adjourned: 8:47