



Weare Public Library

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Board of Trustees

Raymond Kelly, Chairman

Susan Morin, Treasurer

Paul Marsh, Secretary

Lee Marcroft, Alternate

June Purington, Alternate

Christine Hague, Director

-- APPROVED Minutes --

Minutes

Board of Trustees Meeting

Thursday, October 3, 2013

Present: Trustees Chairman Raymond Kelly, Trustees Susan Morin and Paul Marsh, Alternate Trustee Lee Marcroft, Library Director Chris Hague.

The meeting was called to order at 6:31 pm as per RSA 91-A:1-a.

Acceptance of Minutes:

The meeting minutes from September 5, 2013 were reviewed and approved. All Trustees were in favor of approval.

Public Session to accept funds:

A public hearing came to order at 6:35 pm, per RSA 202-A 4 c. The hearing was held to accept \$260.90 in funds from income generating equipment, a grant, donations and other income (see attached table), to be placed in the appropriate funds. All Trustees were in favor of accepting the funds. The public hearing ended at 6:37 pm. A copy of the report is attached.

Director's Report:

The Director's Report for the month of September, 2013 was reviewed. Director Hague presented data of the past month's operations, circulation activity, and various other library activities.

Of special note was the "Boot Camp" gathering of Library Directors and Trustees from several nearby libraries, sponsored by the Urban Library Consortium and the Hillstown Library Cooperative, and was held Sept 12th, hosted by the Manchester Public Library. Director Hague and Trustee Marsh attended this workshop. The workshop dealt with strategic and long-range planning, trends in library service, advisory groups, resident surveys, and other aspects of library futures.

An incident involving an unattended child at closing time was described – potentially serious problems can arise from such an instance. Further discussion was tabled until New Business.

All Trustees were in favor of accepting the report.

Old Business:

The Technology Policy, with a few minor changes, was approved by the Trustees, and will be implemented.

The Staff Discipline Policy was reviewed; suggestions from PRIMEX on wording, as well as some wording changes, were adopted by the Trustees.

New Business:

The Town Selectmen asked Director Hague for Library Budget requests by October 24th – Library Trustees spent considerable time discussing the Library budget for the coming year, adjusting this year's figures and projecting the costs of expected needs during the next fiscal year.

An unattended child was left at the Library at closing time recently. This poses serious safety problems for the child, and a dilemma for staff. The Library's policies cover the situation, but do not address the practical problem for staff of what to do with the child, and whether to stay beyond their assigned working hours. Director Hague gathered some policies used by other libraries, but those policies provide little additional aid. Trustees and staff will need to discuss this to work out a process for dealing with the problem.

Trustee Chair Ray Kelly announced that he would be moving out of town within the next few weeks, and will announce his resignation to the Weare Board of Selectmen. They need to appoint a new Trustee; Trustee Alternate Lee Marcroft indicated that he would tender his name to the Selectmen to take the vacant position. The Trustees wish Ray well, and greatly appreciate his time of service to the Library.

No further business appearing, Trustee Chair Kelly moved, and Trustee Marsh seconded, to adjourn the Trustees Meeting. All voted in favor. Meeting adjourned at 9:17 pm.

Next Regular Meeting; November 7, 2013, 6:30 pm

Respectfully submitted,
Paul Marsh, Secretary

Attachment: Hearing to Accept Funds:

**Weare Public Library
Hearing to Accept Funds
October 3, 2013**

Income generating equipment	Books, supplies	\$110.92
Book/media replacement	Books, Supplies	\$85.98
Replace card	Books, Supplies	\$2.00
Donations	Books, Supplies	\$62.00
	Total:	<u>\$260.90</u>