



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Paul Marsh, Secretary

June Purington, Alternate

Diane Padilla, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Friday, October 5, 2012

Present: Trustees Chairman Raymond Kelly, Susan Morin and Paul Marsh, Director Christine Hague.

The meeting was called to order by Trustee Chair Kelly at 6:37 pm as per RSA 91-A:1-a.

Acceptance of Minutes:

The meeting minutes from Sept 6, 2012 were reviewed. Trustee Marsh moved to accept meeting minutes as presented. Chairman Kelly seconded. All present were in favor. The meeting minutes were accepted as amended.

Public Hearing:

A public hearing came to order at 6:39 pm, as per RSA 202-A 4 c. The hearing was held to accept \$252.00 in funds from income generating equipment, donations and other income (see attached table). Chairman Kelly moved to accept the funds, Trustee Marsh seconded the motion. All present were in favor. The public session ended at 6:45 pm.

Reports:

Director's Report

Director Hague described the circulation statistics for the year to date; downspouts and motion detector lights are installed; CIP submission to replace library roof will be referred to the Selectmen; progress on the various patron programs was presented and discussed;

Chairman Kelly moved to accept the Director's report for Sept. 2012. Trustee Morin seconded. All present were in favor.

Old Business:

Patrons' opinions of technology applications in the library should be solicited and considered for future development. Library Friends and Foundation should be included in future plans.

Personnel Policy Changes:

The Trustees continued to look at the definitions sections of the Town's current policy, and discussed further updates to the definitions in the library's current personnel policy, including staff leave policies, probationary periods, vacation and other accrual, sick (personal and family) leave, and other matters.

The Trustees will continue to review components of the policy at the next meeting.

New Business:

Update on Website maintenance: Former clerk Donna Plante could train staff: library should consider offering a wage rate advanced from that she received as clerk. Trustees recommend establishing a Letter of Agreement describing duties.

Moved by Chairman Kelly, Seconded by Trustee Morin, to authorize appropriating \$100 from Computer maintenance for installing and maintaining website including staff training. Passed unanimously.

2013 Budget preliminary work is necessary, and the Board will work on ideas toward setting an appropriate request. Utility rates and other expenses are expected to be higher. More discussion is needed.

Foundation organization – Library Foundation should be given information on the library's long-range goals, etc., and will be invited to meet with the Trustees at the next Trustees meeting. IRS 501.C (3) cost and requirements need to be discussed.

Quarterly Investment Report: We should have a qualified financial advisor to review the fund, and see that it is appropriately diversified.

Quarterly budget report was reviewed; some numbers from the accountant are incomplete and we need clarification of the information presented.

Annual fee for Downloadable Books is rising for next year, and adjustments need to be included in next year's budget. Trustees recommend that the Director agree to the fee for the coming year's service, but with protest regarding the terms.

Chairman Kelly moved to adjourn and Trustee Marsh seconded. Motion passed. Meeting adjourned at 9:34 pm.

Next Meeting:

Budget workshop Nov 29, 2012 at 6:30 pm
Thursday, November 1, 2012 at 6:30 pm.

Respectfully submitted,
Paul Marsh, Secretary

Attachment: Hearing to Accept Funds

Weare Public Library
October 5, 2012
Hearing to Accept Funds

Source	Designation	Amount
Income generating equipment	Books, supplies	\$117.00
Card replacement	Books, supplies	\$3.00
Reimburse materials	Books, supplies	\$41.00
Dorothea O'Neil Memorial	Memorial	\$20.00
Ted and Jan Warner	Honor Volunteers	\$50.00
Donations	Books, supplies	\$21.00
	Total:	\$252.00