



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Thursday June 2, 2011

Present: Jill Tacy, Trustee; Paul Marsh, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:33 pm.

Acceptance of Minutes:

The meeting minutes from May 5, 2011 were reviewed. Alt, Marsh moved to accept the minutes. Secretary Tacy seconded. All present were in favor. The meeting minutes for May 5, 2011 were accepted.

Public Hearing:

A public hearing came to order at 6:58 pm. to accept \$410.22 in funds from donations, income generating equipment, and other (see attached table.) Alternate Marsh made a motion to accept the funds, Secretary Tacy seconded the motion. All present were in favor. The public session ended at 7 pm.

Reports:

Director's Report

The report was reviewed by the Trustees. Highlights from the report include the following:
The Friends of the library held it's meeting. The Friends are continuing to work on plans to distribute welcome bags containing library and Friends' brochures. A crew from Hillsborough County Corrections raked and mulched the library grounds. The honeysuckle tree at the top of the Sawyer Room walk was removed as per the Trustees request. The Public Works crew repaired the storm drain in the parking area as well as removing the honeysuckle tree. In staff development news, on May 5th Thelma Tracy and Director Hague attended the NH Library Association Conference in Manchester. Karen Metcalf attended the NH Library Association Conference on May 6th. Topics from the conference included budgets, personnel, communications, hiring and governance.

Old Business:

Foundation Plans

We are still looking for people who would want to be incorporators and or directors for the foundation. The foundation would be a charity that gives money directly to the library. The Board of Directors would over see the finances. A meeting with Terri Knowles will be held on June 13, 2011 at the library to discuss setting up a foundation.

Director's Review

Secretary Tacy will send the review to Chairman Kelly so he can share this with Director Hague.

Alternate

There is currently an opening for an alternate on the Library Board of Trustees. Director Hague had a person she thought would like to be an alternate but has not heard back from that person. Director Hague and the Trustees will begin searching for other possible candidates to fill the opening.

New Business

Circulation Policy Question

Director Hague brought up a concern regarding the difficulty the library has encountered in contacting specific borrowers for library business. The current circulation policy does not address this particular concern. According to the current circulation policy, ID is required so that an address is on file in the event the library needs to contact a patron to retrieve library materials. If the address or contact information provided by borrowers is not sufficient, the library struggles to contact the borrowers. There was discussion about the current circulation policy and possible changes to the policy. Possible changes might include a statement specifying that sufficient address and contact information will be provided by borrowers.

Updating Sequence for Existing Policies

Director Hague shared a list of existing library policies. Alternate Marsh shared a hand out from a recent workshop he attended on policies for NH libraries. After discussion the Trustees have decided to look at four policies this year to include the circulation, personnel, Sawyer Room and investment policies. Sawyer Room policy will be combined with the bulletin board and display policy. The investment policy will be reviewed after further information on creating a library foundation is received and considered.

Alternate Marsh made a motion to adjourn and Secretary Tacy seconded. All present were in favor. Meeting adjourned at 7:55 pm.

Next Meeting

Thursday, June 7, 2011 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library Hearing to Accept Funds 2-Jun-11		
Source	Designation	Amount
Income generating equipment	Library materials, supplies	\$102.22
Larry & Mary Ouellette	undesignated	\$200.00
Historical Society/Lib program	Library materials, supplies	\$11.00
Nonresident cards	Library materials, supplies	\$40.00
Book reimbursement	Books	\$31.00
Card replacement	Library materials, supplies	\$10.00
General donations	Library materials, supplies	\$16.00
		\$410.22