



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 January 6, 2011

Present: Susan Morin, Jill Tacy, Ray Kelly, Trustees; Paul Marsh, Terri Wahnowsky, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:37 pm.

Acceptance of Minutes:

Meeting minutes were reviewed December 2, 2010 and December 15, 2010 meetings, Chair Kelly moved to accept the minutes from both meetings, Treasurer Morin seconded and all were in favor.

Public Hearing:

A public hearing came to order at 6:45 pm. to accept \$876.61 in funds from donations, income generating equipment, other (see attached table.) Treasurer Morin made a motion to accept the funds, Chair Kelly seconded the motion. All present were in favor. The public session ended at 6:49 pm.

Reports:

Director's Report

The Friends of the Library provided support in the form of a renewal of the pass to the McAuliffe Shepard Discovery Center and several purchases, including supplies for the young adult gingerbread house workshop as well as the children's crafts at the Weare Christmas Party.

In December The library encounter both some expected and unexpected maintenance. The elevator needed maintenance as a cell phone had been dropped between the struts as the bottom and was interfering with the operation of the elevator. The elevator company was called to come take the the cell phone out. This cost was an unexpected cost for the library.

Staff looked at two systems in December. Atrium is software that can be purchased for in-house hosting or hosted online. Apollo is all online. After seeing both, Apollo was purchased. Because that was done so late in the month, the discussion of what details must be attended to before the transition will take place in January.

In collection development this month, new audiobooks and print books were added this month while weeding continued. The library is almost down to one book in one book out due to limited space and floor load limits.

Daland Systems looked at the gutters on the library as they need screens. Upon inspection, the representative said that the type of gutter that the library currently has would not hold Daland's special gutter covering. The library would need all new gutters. Now that the library is on the N.H. Register of Historic Places, commercial plastic gutters will not do. Copper gutters were suggested.

Old Business:

Circulation software

Director Hague and the library staff were able to view and use the two circulation software programs that were being considered for purchase. After discussion with the Trustees at the December 15th meeting Director Hague went ahead with the purchase of the Apollo software. With this new circulation software the catalog will be available online for patrons to review and reserve books. More details will need to be addressed before the conversion from the current circulation software to Apollo occurs.

Policy Review

Director Hague would like to focus on updating the library policies this year. The personnel policy needs to be reviewed along with technology plan, collection development, unattended child policy, volunteer policy, and inter-library loan policy. The Trustees agreed that the personnel policy and technology plan should be reviewed first. Director Hague shared the current service goals for the library, she noted that the service goals will need to be updated as well. The Trustees agreed to review the current service goals before the February meeting.

Warrant Article and Outreach to the Community

The warrant article was discussed. Director Hague and the Trustees feel that the library needs to reach out to both library patrons and townspeople to encourage them to come out to vote. The library's ability to serve the public will be improved with this warrant. It will free up library staff who are currently covering the desk due to staff shortages so that they can be working on tasks and projects for the public. The budget hearing will be held on January 17th. This is the last date that changes can be made to the budget. The warrant will be presented at the deliberative session which will be held in February.

Presentation to the town

This will be discussed and worked on in February.

New Business:

Compensation Issues for Staff:

Compensation for the children's librarian was discussed. She has demonstrated professional growth, as a result her responsibilities have increased. She has taken over the programming in the children's room as well as weeding the children's collection. The Trustees discussed compensation for these increased responsibilities. No decision regarding compensation was reached tonight. The library administrator will put together a list of educational requirements and skill development goals. This list and the proposed compensation will be discussed again before a decision is made.

Changes in Personnel Policy:

The personnel policy needs to be reviewed this year. The current library personnel policy does not pay for employees that draw jury duty. One of the current library employees has drawn a jury duty, this will mean that she is not paid during her jury duty other than the very small stipend that the state pays for jury duty. Director Hague noted that the town personnel policy pays employees who draw jury duty. They are paid their wage minus the amount the the state pays for jury duty. Director Hague shared this with the Trustees and a discussion was held about the possibility of making an exception to the policy this time just until the current personnel policy is reviewed and updated. After further discussion the Trustees believe that the policy should stand as is for now so an exception to the policy will not be made at this time. The Trustees agreed that this portion of the personnel policy will be reviewed first when the personnel policy is reviewed.

Jill Tacy made a motion to adjourn and Treasurer Morin seconded. All present were in favor.
Meeting adjourned at 8:31 pm.

Next Meeting

Thursday, February 3, 2011 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library Hearing to Accept Funds Jan. 6, 2011		
Source	Designation	Amount
Income generating equipment	Books, supplies	\$81.00
General donations	books, supplies	\$135.43
Book replacement	Books,	\$60.18
Donation- Joe Rosa	Reupholster chairs	\$400.00
Donation - Alicia Walker	undesignated	\$200.00
		\$876.61