



## *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 April 12, 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 6:36 pm.

#### **Acceptance of Minutes:**

Meeting minutes were reviewed for March 3, 2011. Alternate Marsh moved to accept the minutes from the meeting, Treasurer Morin seconded and all were in favor.

#### **Public Hearing:**

A public hearing came to order at 6:43 pm. to accept \$277.29 in funds from donations, income generating equipment, other (see attached table.) as well as a grant to be received from the NH Humanities Council in the amount of \$225. Alternate Marsh made a motion to accept the funds, Treasurer Morin seconded the motion. All present were in favor. The public session ended at 6:47 pm.

#### **Reports:**

##### **Director's Report**

The March Director's report was reviewed. In March the Friends renewed the passes for several NH attractions including Squam Lakes Science Center, The Children's Museum of Dover and See Science Center. The friends also paid for a concert by Big Paws which was held at Holy Cross.

Director Hague will be applying for a Mooseplate grant to cover the cost of the copper downspouts on the Paige section of the library. An estimate for this job was received this month. The final part of the floor replacement project was completed in March. The carpet was installed and the reshelving of books that had to be removed during the project is underway. The Town of Weare was able to purchase three defibrillators after receiving a grant. One of these defibrillators has been installed at the library. Some of the staff has already been trained on how to use this new equipment.

The report was reviewed by the Trustees. Alternate Marsh moved to accept the Director's report.

Treasurer Morin seconded. All present were in favor.

#### **Old Business:**

##### **Online Class For Children's Asst.**

Karen has found a cataloging course online offered through Simmons GSLIS Continuing Education. The course is called MARC Basics for New Catalogers and will run June 1 – 30, 2011. Karen has already had a course with a basic overview of cataloging so this course would be more in-depth teaching the cataloging process. The Trustees discussed this course and would like Karen to move forward with this class.

## **Wages**

Director Hague brought up the case with an employee that has passed her 90 day review but was not given a raise. The Trustees discussed that they plan to review and make changes to the personnel policy. As such wages would be part of that discussion.

Director Hague talked about the possibility of having a wage review committee to look at library employee wage rates around the State of NH. Alternate Marsh has volunteered to assist with this. Alternate Marsh stated that he envisions this committee as a fact finding committee that would bring back the information to the Trustees. The Trustees discussed having a committee of three including Alternate Marsh and two other individuals to be named.

## **New Business:**

### **1<sup>st</sup> Quarter – Financial Review:**

Director Hague shared the Year to Date Financial review with the Trustees. The trust fund revenues were also reviewed. Director Hague and Treasurer Morin are closely monitoring and reviewing the quarterly finances to prevent any errors.

### **Reappointment of Alternates**

Alternate Marsh was reappointed. Alternate Wahnowski will not be able to act as an alternate this year. The Trustees thanked Terri for her years of service and support. She will be missed. The Trustees will begin looking for an additional alternate.

### **Independent Trust Fund**

Ruth Jones Trust Fund was discussed. Donors have expressed their reluctance to donate knowing the money cannot be spent without going through the town. At the NHLTA conference to be held in May 2011 Terry Knowles will be giving a workshop discussing how to accept, administer and expend private and non-tax categories of money given to libraries. Director Hague has talked to Terry Knowles about this. Terry Knowles suggested setting up a foundation that is nonprofit and not subject to the Right-to-Know Law. Money donated to this fund could be used for the purpose which it was given. There is a fee \$800 to the IRS up front. Five people would be needed to incorporate and a board of directors would be needed to support the Weare Public Library.

### **Maintenance:**

The Hillsboro County workers will be coming again. Director Hague would like to have a honeysuckle bush on the library grounds removed. Loren has difficulty mowing around it, it is not looking healthy and it obstructs the view of the library.

### **Professional Development:**

NHLA(New Hampshire Library Association) will be in Manchester this May. There will be workshop offerings that would benefit Karen, Director Hague and Thelma. This would require subs for the day on Thursday May 5<sup>th</sup> as well as paying for Karen's time to attend on Friday May 6th. The Trustees agrees that the money should be expended for subs so that the workshops can be attended.

Jill Tacy made a motion to adjourn and Treasurer Morin seconded. All present were in favor. Meeting adjourned at 8:18 pm.

### **Next Meeting**

Thursday, May 5, 2011 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library Hearing to Accept Funds 12-Apr-11		
Source	Designation	Amount
Income generating equipment	Books, supplies	\$211.99
General donations	Books, supplies	\$30.00
Book/Card replacement	Books	\$20.00
refund		\$15.30
	Total:	\$277.29
NH Humanities Council Grant	Lecture	\$225.00
	Grand Total	<b>\$779.58</b>