



Weare Public Library

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Board of Trustees

Paul Marsh, Chairman
Susan Morin, Treasurer
Robert Pare', Secretary
Phillip Holmes, Alternate
Lee Marcroft, Alternate

Christine Hague, Director

-- DRAFT MINUTES --

Minutes

Board of Trustees Meeting

Thursday, October 2, 2014

Present: Trustee: Chairman Paul Marsh, Trustee: Treasurer Susan Morin, Trustee: Secretary Robert Pare', Alternate: Lee Marcroft and Library Director: Chris Hague.

The meeting was called to order at 6:35 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from September 4, 2014 were reviewed. Library Director Chris Hague proposed a change in the date that would reflect the correct one. Chairman Paul Marsh motioned to the change and Treasurer Susan Morin seconded the motion. All present were in favor. The amended meeting minutes for September 4, 2014 were accepted.

Public Session to accept funds:

A public hearing came to order at 6:37 pm, per RSA 202-A 4 c. The hearing was held to accept \$166.66 in funds from income generating equipment, 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 6:38 pm.

Director's Report:

The Director's Report for the month of September, 2014 was reviewed. Director Chris Hague presented data of past month's operations, circulation activity, and staff development. The friends of the library have \$3,622.00 in their treasure. They have given the library \$1,344.00 in the fiscal year including museum passes, summer reading program supplies and program sponsorship.

Through September 184 new items were cataloged. The value was \$1800.19. Due to space restrictions, material had to be removed. Two hundred fifteen items were deleted at a value of \$4,186.50.

Automatic door counters were installed. Refinishing of the children's room floor was postponed due to scheduling conflicts. A new date was determined to be October 2nd and 3rd.

Coffee time had twelve people in attendance and knit night drew five people. Dan Szczesny's program on Nepal drew eight people. The book discussion had twelve people.

The staff had Hillstown Co-op speaker Terry Knowles from the NH Div. of charitable trusts, update us on legislation affecting non-profits and government entities. Thelma Tracy took a webinar on use of Overdrive features. Director Chris Hague attended the Reads annual meeting and workshop on September 19th.

The Foundation met on September 24th, at which time the plan the trustees developed became a subject of discussion. The Foundation did agree to design a brochure and try to interest the public in making an unrestricted year end gift. This would be tax deductible.

Anti-virus was updated. Norton anti-virus was removed but was time consuming. A recommendation to replace the server was mentioned. It is a system of Windows 2003.

Biggest technology issue was related to adding and removing our holdings from the state wide union catalog, known as NHU-PAC. A three to four step process and will now take a much skilled staff time to perform this process.

A facilities needs committee is in formation. No meeting date has been set. The survey is in the final printing stages.

There were 379 electronic checkouts. Videos had the most circulation for the month.

Old Business:

1. The public survey was accepted by the Trustees as is, but the postage was an issue as to final cost. The town only has outgoing postage not return. The added cost will come from the library's budget.
2. A 6 inch Kindle Tablet will be for a winner drawn from the returned surveys.
3. The Foundation is thinking about a form of brochure for year-end gift donations which would be tax deductible.

New Business:

Proposed amendment to circulation policy was introduced to the trustees. New patron's registrations will be considered temporary until patron picks-up permanent bar coded library card at the circulation desk. During the period when registration is temporary only up to three items can be borrowed. When permanent borrowing card is received all borrowing privileges in this policy and inter library loan service will become available.

A vote was taken by the trustees and the amendment was accepted. All voted in favor 3-0-0 Chairman Paul Marsh moved and Secretary Robert Pareo seconded, Treasure Susan Morin ye.

The master plan was presented to the trustees by Library Director Chris Hague. Included in the plan was full and part time employees staffing, patron usage statistics. A list of improvements made since 1994 to current date to the library. Issues and problems were listed about the existing facility. The trustees accepted the draft of Master Plan as presented.

A server replacement was talked about and the cost of it. Director Chris Hague presented the pricing to the trustees. The trustees agreed upon a not to exceed cost of \$950.00 for hardware and with software added total not to be above \$1163.00.

No further business to discuss, Chairman Paul Marsh moved and Treasure Susan Morin seconded, Secretary Robert Pareo ye to adjourn the Trustees meeting. All voted in favor 3-0-0. Meeting adjourned at 8:17 p.m.

ATTACHMENT: HEARING TO ACCEPT FUNDS:

WEARE PUBIC LIBRARY
Hearing to Accept Funds

October 2, 2014

SOURCE		DESIGNATION
Replace materials	books, media	\$47.99
Replace card	books, media	\$4.00
Income generating equipment	books, supplies	\$58.67
Donations	supplies	\$56.00
TOTAL:		\$166.66

Grand Total	<u>\$166.66</u>
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Next meeting is first Thursday of November 6, 2014

Respectfully submitted,

Robert Pare  Secretary