



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

-- APPROVED MINUTES --

Minutes

Board of Trustees Meeting

Thursday, January 8, 2015

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 6:31 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from December 4 and December 18, 2014 were reviewed. Director Chris Hague proposed a change from special meeting to continuation. The change was accepted by Secretary Robert Pare', and Chairman Paul Marsh seconded the motion. All present were in favor. The amended meeting minutes for December 4 and 18, 2014 were accepted.

Public Session to accept funds:

A public hearing came to order at 6:33 pm, per RSA 202-A 4 c. The hearing was held to accept \$303.28 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 6:34 pm.

Director's Report:

The Director's Report for the month of January, 2014 was reviewed. Director Chris Hague presented data of past month's operations, circulation activity, and staff development. Voters allowed the purchase of computer hardware with the remaining funds of 2012 budget. An anonymous donor gave funds to replace a public access computer that failed in mid-summer.

A combination of funds enabled the library to mail a survey to 3,593 households in Weare. Of the 467 households who responded 78% held a library card and 19% also held a card at another library. Many didn't know about the services offered.

The library building is aging and needs some updating to meet future needs. John Payne, Bruce Fillmore, Keith Lacasse and Harry Wetherbee comprise a Facilities Needs Committee to evaluate the mechanical systems and infrastructure.

Clearly books are still in demand. The circulation of fiction and DVDs remains strong. The meeting room accommodates many groups and is used frequently. This is a full service library that supports many needs as requested.

Old Business:

1. Director Chris Hague handed out documents about the personnel policy and legal issues. That pertained to the library and also town employee. A discussion was held as the trustees reviewed the documents. Some words were omitted under the Probationary Period. Under Employment the different titles listed by the alphabet were relabeled. Under probation cell phone use was added. Because of the length and detail of the documents it will require added discussion. Necessary adjustments could be added.
2. A list was provided of 2014 approved salary rates of the library employees. What impact they would have on the budget was provided in detail to the trustees by Director Chris Hague.
3. A list of 2014 month by month circulation was provided by Director Chris Hague to the trustees for their review.
4. A profit and loss budget verses actual was presented to the trustees by Director Chris Hague for their review.

New Business:

Two new Dell computers were added. Cocci Computer Inc. a division of Granite State Communications was given the job of helping with the server and various other jobs that needed attention. Director Chris Hague seemed pleased with the work that was done.

No further business to discuss, Chairman Paul Marsh moved and Treasure Susan Morin seconded, Secretary Robert Pareø yea to adjourn the Trustees meeting. All voted in favor 3-0-0. Meeting adjourned at 8:30 p.m.

ATTACHMENT: HEARING TO ACCEPT FUNDS:

WEARE PUBIC LIBRARY

Hearing to Accept Funds

January 8, 2015

SOURCE		DESIGNATION
Replace materials	books, media	\$74.58
Income generating equipment	books, supplies	\$103.81
Donations	supplies	\$124.89
TOTAL:		\$303.28

<u>Grand Total</u>	<u>\$303.28</u>
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Next meeting is first Thursday of February 5, 2015

Respectfully submitted,

Robert Pareø Secretary

