

MINUTES OF BOARD MEETING

April 19, 2012, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Duprey, Fish, Griffin, Longbottom, Morrison, Small, Webster, Widrick
Staff: Miller

1. **Call to order:** Meeting was called to order at 4 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Morrison (Webster) moved to accept the minutes of the March meeting. Unanimously approved.*
4. **Statistical Report & Financial Report:** Reports were presented. *Small (Widrick) moved to approve March expenditures. Unanimously approved.*
5. **Director's Report:** Report was presented.
 - a. **Technology update:** A new fiber optic connection has been installed, which gives the library a larger and less expensive Internet connection. The soon to be purchased new phone system will be capable of plugging into the fiber optic network. Old VHS tapes will be sold at the Friends of the Library book sale. We are getting rid of this technology.
 - b. **Reference:** The re-established reference desk in the main reading room is generating positive responses.
 - c. **Circulation Policy Changes:** Miller requested that we make changes to our Circulation Policy that adds limits to loans, renewals, reserves and fines. There had previously been no limit on renewals and reserves, making it possible for someone to keep a book forever, or lose a book and never have to admit it. There were also problems with patrons checking out a new release movie on DVD and then renewing until it was no longer new. Although many board members said the new limits were still too lenient, the board agreed to go with the recommendations of the Director and NCLS. *Duprey (Morrison) moved to approve changing our Circulation Policy to read the following:*
 3. **LOANS**
 - a. **Adult materials:**
 - i. Books classified as *NEW* and magazines circulate for 14 days.
 - ii. Older books circulate for 28 days with a combined maximum of 30 print items per patron.
 - iii. Recorded media (DVD's, BluRay, CD's, et) circulate for 7 days with a maximum of 6 items per patron.
 4. **RENEWALS**
 - c. Recorded media (DVD's, CD's, etc.), magazines, and items classified as "new" may be renewed a maximum of two times. All other items may be renewed a maximum of five times before they must be returned.
 5. **RESERVES**
 - d. A card holder may reserve a

maximum of 50 items at any time. Staff accounts shall have unlimited reserves. 6. FINES a. Adult items carry an overdue fine of 15 cents per item per day with a maximum of \$5.00 per item. Unanimously approved.

6. **President's Report:** Asked for committee reports.

7. **Committee Reports:**

- a. **Buildings and Grounds:** Morrison reported that Buildings and Grounds met April 10 with architect Randy Crawford. Morrison said Crawford was very knowledgeable and did not act as if he were trying to sell us something. The next step would be for the staff and Board to develop a list of improvements then have a session with Crawford in which he would listen to what we want in terms of how we want to utilize the building and the spaces and then do sketches. On May 16 the library will close at noon so the staff can meet and talk about the strategic plan, building uses and the technology plan. It was also suggested that we ask for input from the Friends. Miller reported he has already initiated that discussion. Miller and Linda Marshall are preparing an application for a grant to do a building conditions report with architect recommendations. The grant is \$3,000 with a \$500 match and it has an April 30 deadline with a 60-day turnaround, so we should know soon. The next round of library construction grants will be in August and Crawford suggests we go with replacing the stucco on the outside as that would have no effect on what we would be doing inside and it needs to be repaired.
- b. **Policy/Personnel:** Webster reported that Policy/Personnel and Finance met together and rejected the Director's request a step-system for pay increases following a satisfactory annual evaluation. Instead, they have decided on a combination cost of living and merit based program. In the future the committee will look at the Director's evaluation form and with an eye to updating.
- c. **Finance:** Fish reported that a small fund that had been left at SmithBarney will be moved to Hugh Johnson with the rest of our money. It was a fund that was shared with the Remington and therefore was not moved with our original funds. As it only has about \$6,000 left, any future benefit to the Remington is doubtful and the museum director has not objections to this course of action.
- d. **Nominating:** No report

8. **Old Business:** None.

9. **New Business:** Small suggested that in order to keep our Summer Reading program alive without a Children's Librarian this summer, we look into hiring a primary teacher with the money we have available for the vacant Children's Librarian to run just that program just this summer. The rest of the board agreed and Miller will look into that possibility.

Meeting adjourned to executive session at 5:05 p.m.

Meeting reconvened in open session and adjourned at 5:10 p.m.

Respectfully submitted by

Amee M. Longbottom, Secretary