Draft Meeting Minutes  
Monday, August 20th, 2018

Trustees attending: Tracy Waldron, Liz McConnell, Jim Clark, Don Peterson, and Marc Wilson  
From the Library: Janice Weir, Heather Lindsay  
Others: Alternate Trustees Lynn Austin, Doug Mansfield, and Brian Duffy

Tracy called the meeting to order at 6:00 PM.

A motion was made, seconded and to approve to accept the minutes of the meeting of July 16th, 2018.

Director’s Report

- Janice asked Joyce Keegal to talk about the DAR request to hold a ceremony for collecting and retiring flags. Some flags will be delivered to the American Legion for appropriate burning. Stars from flags made of synthetic material will be cut out and given to Pease greeters. Several trustees asked questions to determine if it is appropriate to allow this event to be held at the library under the room use policy. Other discussion ensued about related library Memorial Day programming.
- Janice asked Heather to talk about a request for Gerry Tilley collecting toiletries for homeless veterans. She is asking to use the MEB library to store the collected materials. Doug asked if there is sufficient space and whether they have insurance or are willing to sign a waiver in case of damage.
- Janice reported that Bob G lowered the height of the patron counter because it was previously too high to capture children.
- Janice reported on the patron count last month, commenting that the extra hours that the library was open were well used by patrons. She asked if the extended hours should be continued going forward. The trustees discussed the impact on the budget in terms of personnel costs of keeping the library open more hours. Trustees asked questions about whether this represents an increase in patron usage or simply a shift in when the library is being used. Other questions asked concerned the overall staffing and the differentials in staff pay rates are being considered. Ideas for programming at non-peak times were discussed.
- Instagram followers have increased to 98 from 22 in response to a campaign by a youth patron. The number of patrons has increased to 2638.
• Wowbrary is being used to send out email and FB posts to patrons about new books. It also has a reserve. Janice lobbied 10 other local libraries to get a group discount.
• Summer reading program this year is closing the gap on usage and books checked out.
• Janice asked if the library is usually closed on Labor Day. The Trustees confirm that this is the practice.
• Janice complimented Heather on her work thus far as the new Children’s Librarian.
• Performance reviews have been distributed to employees to be completed by the end of the month.

**Treasurer’s Report**

• Jim presented the Treasure’s report and explained what appeared to be an overage in the one budget line but is really a misplaced item that belongs in the media line which is still a bit behind in spending for the year.
• Jim is working with Janice on the bookkeeping process.
• Most disbursements are now done electronically rather than via paper.
• The new computers are noticeably faster.
• Tracy asked if Jim could give an estimate of the media line spending. Jim estimates that it is the range of 75 to 80% on track of budget.
• Janice commented that she has a plan to appropriately increase media spending, especially in the video category.
• Lynn asked about usage/programming in the youth corner. Janice mentioned that she is exploring the possibility of having a bus stop at the library from the middle school added to the route. The Trustees asked numerous questions about the viability of such a program. It was suggested that patrons be surveyed to determine interest.

**Old Business**

• Tracy asked if we have heard anything back about the audit. We have not.
• Tracy asked about the status of the new computers. Jim reported that all of the old computers have been replaced and software has been or will soon be updated. Discussion about how to budget for regular replacement in the future ensued.

**New Business**

• Tracy mentioned that we need to review the library policies and that we should start with an “unattended child policy.”
• Liz brought up the question of whether we will decide to keep the extended hours in place. Jim stated that he is in favor of doing so but that we will need to address the budget impact on the staffing line.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:45 pm.

**The next scheduled Trustee meeting will be Monday, September 17th, 2018 at 6 pm.**