

George H. Stowell Free Library Trustee Meeting Notes January 8, 2016

Attendance: Kathi Patterson, Richard Scheuer, Kate Freeland, Brenda Freeland (Librarian)

- 1) Call to Order
- 2) Treasurer's Report
- 3) 2016 Budget Review
- 4) Other Business
- 5) Librarian's Report
- 6) Adjournment

1. Call to Order

This meeting was called to order at 6:30 at the Stowell Library.

2. Treasurer's Report

Kathi handed out copies of the spreadsheet detailing the monies spent so far in 2015. She reviewed what has been spent throughout the year. The only line overspent was Telephone, due to an increase in the telephone rate.

3. 2016 Budget Review

Individual item allocations for the 2016 budget were discussed. All items, with the exception of the librarian's salary, will be level-funded. The librarian's salary was increased by 2%. Janitor expenses will be kept as a budget line item even though Kathi donates her time. All agreed that the \$2000 allocation to the George H. Stowell Free Library Capital Improvement fund should be continued.

Kathi made a motion to approve the 2016 budget as proposed. Motion was seconded by Richard and passed by unanimous vote. Kathi will forward the 2015 reports and the 2016 appropriation request to Mary at the Selectperson's Office for inclusion in the Town Report.

4. Other business

- a) Future improvements to the library were discussed, including lighting and electric upgrades and plaster ceiling repair. Trustees will work with local contractors to get estimates so improvements can be budgeted for next year.
- b) Furniture upgrades and arrangements ~~and~~ to better reflect the needs of patrons and library staff were also discussed including a quiet reading area in the back room and chairs and a small table to accommodate computer users in the front room. Funding for new furniture will be included in next year's budget.
- c) Parking continues to be an issue on Mondays when dance student transportation occupies all parking spaces in front of and beyond the library. ~~This despite a letter from~~ The Library Trustees ~~did send a letter (2015)~~ to the dance studio owners requesting that their customers not park in front of the library during library hours. Kate will visit the Selectboard to see if parking restrictions were part of the dance studio approval and, if so, to request the Board's

assistance with this issue. **If not, we will need to research signage to restrict parking to library patrons.**

5. Librarian's Report

The database of patrons is now complete and is updated as new patrons register. The librarian's manual needs to be updated as many of the practices described are no longer accurate. Brenda will look for resources from NHAIS to possibly support this effort. The Stowell Library is an active participant in NH's inter library loan program and the addition of Overdrive for audio and e-book loans has been well-received by patrons.

6. Adjournment

Following a motion by Kathi and second by Richard, the meeting was adjourned at 8:55 pm

Respectfully Submitted,

Kate Freeland, Secretary