

George H. Stowell Library Trustee Meeting Notes - May 9, 2017

Attendance: Kathi Patterson, Richard Scheuer, Kate Freeland, Brenda Freeland (librarian), David Haseman (community member)

Meeting was called to order at 5:00pm

1. Readability Software

Mr. Haseman demonstrated Readability software which may help with library inventory, reports and catalog cards. It has additional modules which can be added for automated circulation. Books can be scanned into the program using the bar codes on book covers, ISBN number or title/author/publisher. Once scanned into the program, books are searchable and fields can be selected for reports. Entering all books into this database would give us accurate collection numbers (currently lacking). The biggest need at this time is for automated reports and catalog card production. Mr. Haseman is working on a script to use with Readability that will produce library cards. Kate will research Evergreen - the open source software used by some area libraries - as a comparison. If Readability will run the reports needed by the librarian and generate catalog cards, the Masons organization will purchase it for the library. If not, the trustees and librarian will identify a program that will, and will identify a funding source.

2. Trustee Training

Kate attended the NH Library Trustee Association Training in April and recommended these practices:

- a. Warn all library trustee meetings with notices at the library and at the Cornish General Store, at least 24 hours prior to each meeting.
- b. Post all library trustee meeting notes on the library website within 5 business days after the meeting.
- c. Be aware that email conversations that include all trustees constitute a (non-warned, non-public) meeting and should be avoided, except for purposes of scheduling.

All in attendance agreed to adopt practices a-c.

Additional items tabled until next full board meeting:

- Review and update of existing library policies
- Review and update of library volunteer agreement, inclusion of confidentiality verbiage
- Need for fingerprinting/background checks of volunteers who might be alone in the library with children (currently +8 regular volunteers, +8 alternates; \$25 for each background check)

The meeting was adjourned at 7:00pm.

Respectfully submitted,
Kate Freeland, Secretary