

George H. Stowell Library Trustee Meeting
Monday, January 14, 2019
6:00pm at the library

- 1) Call to Order – The meeting was called to order at 6:00pm at the library. Richard Scheuer, Kathi Patterson, and Brenda Freeland were present.
- 2) Citizen Comments – There was one citizen present.
- 3) Approval of December 10, 2018, minutes - Kathi moved and Richard seconded that the minutes be approved as written. The minutes were approved.
- 4) Treasurer’s Report - Kathi handed out a spreadsheet detailing the deposits and expenses for 2018. Expenses included monies encumbered for book purchases and partial payment of the OverDrive costs. The balance at the end of December was \$5.00.
- 5) Librarian’s Report - Brenda stated that:
 - a. She has almost finished her report for the Annual Town Report,
 - b. Our 2018 Overdrive statistics show increased checkouts and new subscribers, although magazine use was down. This might be a result of the fact that OverDrive didn’t offer magazine downloads in 2017,
 - c. Our annual statistics show increased patron visits (up 18%), book sign-outs (up 21%), DVD sign-outs, and computer use,
- 6) Old Business
 - a. We reviewed the 2017 statistics for town support, collection spending, and per capita expense from libraries in towns with similar population (1670) and similar sized buildings (3,000). We received the smallest amount of local government revenue (\$14,035), had the lowest amount of collection spending (\$4,066), and had the lowest local government revenue per capita (\$8). We will use these stats to support our 2019 budget request.
 - b. We adopted a Public Comment Policy, a Trustees’ Responsibilities Policy, a Trustees’ Code of Ethics, and a Librarian’s Roles policy for inclusion in the by-laws manual.
- 7) New Business
 - a. We finalized our 2019 budget after discussing expenses on a line-by-line basis. We increased some items to adjust for additional electricity and fuel costs to accommodate the increased hours and costs to run the dehumidifier. We also including funding for a library aide to cover 8 hours a week. This will provide a paid-staff member to staff the library and bring us into compliance with state and federal laws.

- b. We discussed our plan for publicizing the need for an accessible entrance and bathroom facility. Brenda will meet with the selectmen to finalize the warrant article and make sure the monies raised for the architectural study include the addition. We will have an information station at school district meeting and send a bulk mailing to town residents before the town meeting.
 - c. Our Capital Reserve appropriation request will remain at \$2,000.
- 8) Other Business – There was none.
- 9) Our next meeting will be on Monday, April 8, 2019, at 6:00pm at the library.
- 10) Adjournment – The meeting was adjourned at 7:28pm

Respectfully submitted,
Kathi Patterson, Acting Secretary