

George H. Stowell Library Trustee Meeting
Wednesday, February 19, 2020
6:00pm

- 1) Call to Order – The meeting was called to order at 6:06pm. Richard Scheuer, Kathi Patterson and Brenda Freeland were present.
- 2) Citizen Comments - There were no citizens present.
- 3) Approval of January 6, 2020 minutes - Richard made the motion, seconded by Kathi, to accept the minutes as posted. Vote was in favor.
- 4) Treasurer’s Report - Kathi reported that monies received from the sale of the bureau and the card catalog have been deposited. Also deposited were the checks from the Tasker Fund, the Gage donation, and the unspent payroll.
- 5) Librarian’s Report– Brenda reported that:
 - a. She has been trying to learn from area libraries what to purchase for supplies for the automation.
 - b. Trish has been working to enter the backlog of cards into and deleting the discards from the NHAIS system. This will make our transition from a shelf list/card catalog system to an automated system less costly.
- 6) Old Business
 - a. Kathi handed out the library’s estimated expenses report and estimated income report for our 2020 budget. These reports are usually included in the Town Report. Our request for funds is \$2 less than last year’s request. She was also going to add a folder to our website and upload them.
 - b. We adopted the Circulation Procedures policy.
 - c. The building has been warmer after the thermostat was reprogrammed.
 - d. The out-of-state calling limit was removed from the phone, but it required a 3-year contract and an increase in cost.
- 7) New Business
 - a. Kathi handed out copies of our trustee report for the 2019 Town Report. It outlines the status of our Handicap Access and our next steps.
 - b. The draft proposal for the Safety and Security Policy was handed out for review and future adoption as part of our ongoing work to develop a by-laws and policies manual.
 - a. We reviewed our holiday closing policy. Old policy (last reviewed in 2000) does not include closing for President’s Day, but the library has been closing for this holiday for several years. Kathi will review the town office policy and we will follow their policy in the future.

- 8) Correspondence – We discussed an email sent by Kathleen Maslan in which she offered suggestions as to the library's hours of operation, coordination with the school's early release days, and changing our hours to match Valerie Newton's ballet class schedule. We felt that our focus needs to be on automation and our facilities for now.
- 9) Other Business – The next meeting will be April 13, 2020.
- 10) Adjournment – The meeting was adjourned at 7:00pm