

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 17, 2014, 7:00 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, Angela Johnson, Bruce Kennedy, Cheryl Littlefield, Linda Smith, Mary Cronin, Library Director

ABSENT: Susan Bailey, John Filson, Mary O'Neil, Tom Reinfuss, Fay Melendy, Friends of the Library

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 7:05 PM with 5 board members present.

APPROVAL OF MINUTES: Motion by Linda Smith to approve the 8-20-14 minutes of the Trustees meeting, seconded by Sandra Carr. The motion passed 5-0.

REPORT OF THE TREASURER: Treasurer Angela Johnson reported that the Vanguard stock was bought in September and is not reflected on the August 31 Budget Report. She provided a chronology of the process of purchasing the stock which began on July 24, 2014 and was finally completed on September 12, 2014. She reviewed the Statement of Financial Position: Wells Fargo is up \$435.40 due to market fluctuation and we got dividends from Abbott and Paychex. She said the four stocks all gained during the month. Angela said she has been working on the Library's 2015 Budget which is due at the Town office by September 25.

Motion by Bruce Kennedy to accept the Treasurer's Report, seconded by Linda Smith. The motion passed 5-0 and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin summarized her written report in the board packet:

- The computer was repaired but is not working again so we need a new computer; we have two public computers.
- Mary ordered a replacement bulb for the projector today.
- The NH Municipal Association is holding financial workshops in Bartlett on 9-23 if anyone is interested.
- Mary met with Dan Nickerson who provided scans of historical data such as the minutes of the meeting that took place when Madison and Eaton split up, and old postcards of Madison. These are on the library website.
- The book sale is overflowing with books and a lot of them are good quality. Mary is looking to acquire some movable book carts to store the books and make it easier to move them from one room to another.
- Programs: One Book, One Valley is moving along; Mary is starting a Coding Club and is thinking of a couple of classes for adults.
- There was a meeting last week about setting up an e-mail message board and a prototype has been set up.
- Mary is looking into the possibility of having WiFi at Silver Lake Landing so that classes could be held there.

- The NH Library Association IT group is meeting here on October 9, 2014.

GALLERY: A few barn paintings remain.

FRIENDS OF THE LIBRARY: Hosting the Saturday 9-20 Book Sale at the library starting at 9:00 AM.

OLD BUSINESS

Strategic Plan – update: The next SPC meeting is October 7 at 6:00 PM. Mary said the committee met on September 10 and the plan is being written and circulated among the members and will be brought to the meeting next month. She said it's going really well, with a vision statement, mission statement, and four goals. Mary said we need to do something to thank the committee members and also to bring this to the public; she suggested some sort of event in November such as a reception. She said the survey results have been posted on the website and the Strategic Plan will be posted there as well. Also posted is a report from the Pew Internet and American Life Study regarding libraries and young people.

Cheryl Littlefield arrived at the meeting at 7:30 PM.

Budget 2015 – due at Town Office by September 25: Mary said there has been one change regarding Electronic Materials as she thought the Town would be more supportive of Britannica. She said she's been looking at the Technology number and thinking it's not enough; monitors may need to be replaced and the phone changed and another increase is expected next year. She said she is also waiting to see if cleaning (General Maintenance) is going to change. She said she has an e-mail into Bywater to make sure the software to run the library stays the same. She said library assistants are coming in early to get ready to open and they should be paid for that time. Sandra Carr noted that the increase is more than 8%. Mary said cleaning wasn't in our budget last year and now it's a contracted service. It was also pointed out that the library is receiving grants to offset some of these costs.

Motion by Angela Johnson to submit the 2015 Library Budget as prepared, seconded by Sandra Carr. The motion passed 6-0.

Renovation – start date: Peter Stevens noted that after meeting with Brian Taylor we will have to sign off on the final drawings.

NEW BUSINESS

Outdoor canopy – donation: Mary said a canopy has been donated to the library to go at the top of the front steps but would need some adjusting before installing. The board agreed to accept the canopy and help install it.

Mary suggested selling selected donated item on Amazon. She said the North Conway library has been doing this successfully. She will bring more information next month. Linda Smith recommended setting up a separate bank account just for this purpose. There was a discussion about having a volunteer to take care of this, and it was also suggested that the Friends of the Library might want to be involved.

Technology Plan – review 2015 projected expenditures. Mary said she wanted to ask if the Friends would be willing to pay for a projector, which would be close to \$900. She said there was no change in the first three pages of the Technology Plan but one change in the budget was \$400 or \$500 for anti-virus software, to come from Trustees' funds. She said the copier is getting old and in another year we probably will be looking to replace it. She said she would like to get this posted before going to the budget hearings, and the board agreed. Mary said she will add the anti-virus. There was a discussion about the proposal for a Digital Media Lab.

Motion by Bruce Kennedy to approve the Technology Budget, seconded by Cheryl Littlefield. The motion passed 6-0.

Other Business: None.

ADJOURN –Motion by Bruce Kennedy to adjourn, seconded by Angela Johnson. The motion passed 6-0 and the meeting adjourned at 8:15 PM.

Next Meeting: October 15, 2014 @ 7:00 PM.

Town of Madison, Board of Library Trustees Meeting for September 17, 2014.

Approved Minutes
Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on September 18, 2014.