

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, FEB 27, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Ron Force, Angela Johnson, Mary Russell, Mary Cronin, Library Director.

ABSENT: Susan Bailey, Sandra Carr, Melissa LaRoche, Mary Anne Sosnoff, Tom Reinfuss, Carol Batchelder, Friends of the Library

CALL TO ORDER: The meeting was called to order by Chairperson Peter Stevens at 3:35 PM.

APPROVAL OF MINUTES: January 16, 2013: Motion by Ron Force to approve the minutes, seconded by Mary Russell. The motion passed unanimously and the January 16 minutes were approved and accepted.

REPORT OF THE TREASURER: Treasurer Angela Johnson said the Wells Fargo account did well in January. She said we received \$5,000 from the Friends of the Library for the ILS switch to KOHA, as well as \$300 for automation and the databases. She said we used up all of the Bob Dannies funds of \$990 for the databases as well. She said the town budget drawdown shows that they paid \$1,500 for ILS support. Angela said she had submitted a request to the Jackson National Life Insurance Company to change the Annuitant on the policy. She said we have received a letter from them stating that the policy was issued to the Town, a non-natural entity, and the Annuitant could not be changed. She said she will have to make some phone calls and report back at the next meeting. Motion by Ron Force to accept the Treasurer's Report, seconded by Mary Russell. The motion passed unanimously and the Report was accepted and filed for audit.

Ron Force asked if we have received any feedback for our budget this year. Peter Stevens said so far it has not come up at selectmen's meetings, but they did mention there would be some modifications in the town budget they want to make on the floor of the meeting.

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin said she received an estimate of \$697 for the 5 blinds in the windows of the front alcove. She said it was recommended that the blinds have a top-down feature where you can pull down from the top, and the board agreed that this was a good idea. Mary said this feature would be an additional \$49 per blind; however, she said a few months ago they had a special where this feature was free, and she could ask if they would be having this special again sometime between now and May. The board agreed that Mary should ask about this.

Mary said the leasing program for audiobooks on CDs has been discontinued. She said audiobooks are pretty much the most expensive thing we buy, costing \$5.00 for each checkout, whereas downloadable books cost 43 cents each. She said she is encouraging people to borrow the MP3 players to use with the downloadable audios.

Mary said she had lined up several programs for the summer which are listed on her written Report. She said she has completed staff evaluations. She said the new ILS is being tested and doing okay. She said the migration date for transfer of data is Friday, May 31, with data to be uploaded the day before. She said she would like to close the library May 31 and June 1 for this purpose and so that she and Lenora could attend an NHLA conference. The board agreed unanimously that this would be a good weekend to close to allow the transfer of data and for Mary to meet with the staff and review training on the new system as well as to attend the NHLA conference.

Mary said she sent a proposal to the Mustang Academy for the period of March 18-May 3 for a program to take place at the school. She said Sloane Jarell can work at the library while Mary goes to the school. The program would include a reading program and book reviews. She said there will also be a program for the final session which can take place at the library.

Mary said the scanner is working but it scans to the library computer and then the file is e-mailed to the person. She said to continue this service, which has been free of charge up till now, she would like to start charging a fee of 50 cents a scan. Mary Russell suggested charging the same fee as a fax: 50 cents a page. The board agreed. Motion by Mary Russell to charge 50 cents per page for a scan, seconded by Angela Johnson. The motion passed unanimously.

Mary said she would like to make the Computer Use policy a little less wordy. The board agreed to discuss this as well as the Nook borrowing policy at the next meeting.

Mary said her last evaluation was December 2011. There was a discussion about the procedure for reviews and when they are done and who does them. It was decided that questionnaires would be e-mailed to the Trustees by Mary and responses would be put in Peter Stevens' folder. Peter said he would like to have the responses reviewed by a personnel committee consisting of at least one or two additional board members. It was decided that a job description would be sent out as well, and Mary said if they don't align you might want to think about revising the job description.

GALLERY: There was a discussion of moving the hanging bars on the walls of the Chick Room prior to painting. One suggestion was to add a second rail rather than moving the one that's already there. Mary said she would see what she could have done for \$300.

FRIENDS OF THE LIBRARY: Mary said the Friends have planned their programs for the rest of the year.

OLD BUSINESS:

BUDGET 2013 – Review/anticipate questions for Town Meeting: Mary said they may go line by line and then have a discussion. Ron Force said the selectmen at their last meeting wanted no more than 6% to 7% over last year, and some wanted even less than that, around 3%. There was a discussion about how to prepare for the meeting, and Peter commented that the comparative study that was used last year was a good resource. Peter said he expected the subject of salary increases to come up at the meeting and he felt that holding the line on

increases was treating everybody the same but was not equitable for people with small salaries. Mary said it shows how much we depend on volunteers. Peter said that it was felt that no new programs should be instituted in tough economic times. He said we requested \$1,500 for ILS support from the town, which we've never asked for before, and that this could be looked at by some people as a new program, a new line item. He said we have to explain that it's not a new program. He said we told them that it was coming; it's in the town report. Peter said the other item is the tech fund; it's an operating expense. Angela said we got the hardware and we have to continue with the software. Ron Force said all we can do is present what we've done and let the voters choose.

ILS SWITCH TO KOHA – Go live date June 3, close library May 31 and June 1.

ONLINE BANKING: Angela said she has not been able to get online yet. She said she will wait until the next meeting, and once we decide who the signers are going to be, she will meet with bank officials to discuss this as well as the online banking.

NEW BUSINESS:

ELECTION: Peter said no one is running for the one-year term. Mary Russell said if we're really stuck she would take it for a year.

ADJOURNMENT: Motion by Angela Johnson to adjourn, seconded by Ron Force. The meeting was adjourned at 4:50 PM.

Town of Madison, Board of Library Trustees Meeting for February 27, 2013

Respectfully submitted,

Patricia Ambrose, Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on March 1, 2013.