

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, MARCH 20, 3:30 PM  
CHICK ROOM, MADISON LIBRARY  
APPROVED MINUTES

**ATTENDANCE:** Peter Stevens, Chairperson; Susan Bailey, John Filson, Angela Johnson, Mary O'Neil, Tom Reinfuss, Mary Cronin, Library Director.

**ABSENT:** Sandra Carr, Ron Force, 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:** February 27, 2013: A change in wording was made as requested by Angela Johnson regarding the Jackson Annuity. Motion by Angela to approve the minutes as amended, seconded by Tom Reinfuss. The motion passed unanimously and the minutes of February 27 were approved and accepted.

**REPORT OF THE TREASURER:** Treasurer Angela Johnson reviewed the Statement of Financial Position with the board. She said she spoke about the Jackson Annuity with Dennis Lamper at the Northway Bank who said we did not need to submit the form to change the Annuitant. He said the copy of the minutes that we sent was sufficient to make the change; therefore we can ignore the letter from the Company. He also stated that we can take money at any time now from the Annuity without any penalties. Looking at the Statement of Financial Position, John Filson said it looked as though we do not have any liabilities, and this was affirmed by Angela. It was noted that we do not receive money from the town, but rather draw down on a town account. On the Statement of Financial Income and Expense, Angela noted that business expenses such as banking and recording secretary are paid from Trustees' money, not out of town accounts. Motion by John Filson to accept the Treasurer's Report, seconded by Susan Bailey. The motion passed unanimously and the Treasurer's Report was accepted and filed for audit.

**LIBRARY DIRECTOR'S REPORT:** Library Director Mary Cronin said the printer upstairs has broken and needs a part which can't be replaced. There was a brief discussion about printers and Mary said she will do some research with a goal of acquiring an all-in-one color printer and also of setting up a self-scanning station for library patrons. Mary said an iPad is on the tech plan for this year and she would like to go ahead and purchase one at a cost of about \$660, with the board's approval. Motion by Tom Reinfuss for the library to purchase an iPad, including warranty and cover, at a cost not to exceed \$700, seconded by John Filson. Mary said Chris Poor at Northern Discount Blinds said the special discount for the top down feature would be offered again soon, and she would then be able to order them at the quoted price of \$697. Mary said the Chick Room will be painted on Friday. There was a discussion about the molding and Mary will get a price. Mary said there will be a program on Fairy Tales at the library tomorrow night at 7:00 PM. She said this summer we will have a community program, a Trebuchet Challenge, which will take place in July, with a final contest to be held during Old Home Week. She said the History Project is going well with two new volunteers. Mary asked the board if the library should be open on June 1 just for computer access, but the board felt it should just stay closed as

planned. John Filson noted that there should be plenty of notice that the library would be closed. Mary said she would like to revamp the Old Home Week Photo Show to a digital format in which the photos would be displayed on a screen.

**GALLERY:** Nothing at the moment.

**FRIENDS OF THE LIBRARY:** Mary said the Friends had a bake sale at the town meeting which brought in \$273.25. Peter Stevens mentioned that the Friends are doing a barn study and are talking to barn owners. He said we may get several fundraising possibilities out of this such as tours, calendars, and other things such as notecards.

**OLD BUSINESS:**

**BLINDS FOR SUNSPACE WINDOWS:** Already covered.

**POLICY REVIEW:** Mary presented draft policies on Nook eReader Borrowing and Computer Use to the board. She said we don't want people to think they can download their own books; the book goes onto the Nook before they leave the library. She said the Computer Use Policy is to let parents know that we don't filter or supervise use, and users under 18 must sign. Motion by Angela Johnson to accept the revisions of the Nook eReader Policy and Agreement and the Computer Use Policy, seconded by Tom Reinfuss. There was a discussion about earphones. Mary asked if patrons could be allowed to listen at a low volume or be required to use headphones. Peter said it was her call. Mary said it might be worth mentioning that we have earphones but we strongly encourage patrons to bring their own.

**ILS SWITCH TO KOHA –** Go-live date June 3; the library to be closed on May 31 and June 1.

**BOARD OF TRUSTEES BYLAWS: OFFICERS :** Nomination by Tom Reinfuss for Peter Stevens to stay on as Chair, seconded by John Filson. The motion passed unanimously. Nomination by Angela Johnson to appoint Tom Reinfuss as Vice Chair, seconded by John Filson. The motion passed unanimously. Nomination by Angela Johnson to appoint Susan Bailey as Secretary, seconded by Tom Reinfuss. The motion passed unanimously. Nomination by Tom Reinfuss for Angela Johnson to remain as Treasurer, seconded by John Filson. The motion passed unanimously.

**LIBRARIAN EVALUATION:** Peter Stevens proposed a meeting of the Personnel Committee on Wednesday, March 27, at 3:30 PM to review the evaluations that have come in and then to meet with Mary Cronin at 3:45 PM. Tom Reinfuss and John Filson said they will attend, and Susan Bailey said she will try to make it but she wasn't sure.

**NEW BUSINESS:**

**TOWN MEETING WRAPUP:** The board discussed the 2011 NH Library Statistics sheet which shows town support down to 63%. The point was made that we are doing very well with not as much support as other towns. John Filson said he would like to summarize this sheet graphically. The board agreed that this would be helpful. Peter proposed reviewing this report every year and perhaps putting it in the Town Report. He said the only negative is that it is always a couple of years behind but it is all that is available.

**APPOINT TRUSTEE FOR 1-YEAR TERM, ALTERNATES:** Motion was made by Angela Johnson to appoint Sandra Carr as an alternate, seconded by John Filson. The motion passed unanimously. Motion by Angela Johnson to nominate Mary O'Neil as Trustee for one year, seconded by John Filson. The motion passed unanimously. Tom Reinfuss said Bruce Kennedy might be interested as an alternate and Mary will talk to him. It was determined that as Board Secretary, Susan Bailey could send one letter to the Town regarding both Mary O'Neil and Sandra Carr. It was decided to leave it at two alternates for now but to keep looking.

Mary Cronin reminded the Trustees of the Annual Conference for Trustees which will be held on May 20. Several Trustees expressed an interest in attending.

**ADJOURNMENT:** Motion by Tom Reinfuss to adjourn, seconded by John Filson. The meeting adjourned at 4:50 PM.

Next meeting: April 17, 2013

Town of Madison, Board of Library Trustees Meeting for March 20, 2013

Respectfully submitted,

Patricia Ambrose, Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on March 23, 2013.