

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING

December 15, 2010

Chick Room

APPROVED MINUTES

ATTENDANCE: Sandra Carr, Angela Johnson, Beverly Klitsch, Tom Reinfuss, Bob Risch, Mary Russell, Ray Stineford, Mary Cronin, Library Director

ABSENT: Charlotte Emmel, Melissa LaRoche, Carol Batchelder, Friends of the Library

Meeting was called to order by Ray Stineford at 3:30 PM.

REPORT OF THE SECRETARY: Correction to the November minutes to add the word "re-draft" to the September minutes that were approved, as well as corrected spelling of Dick Pollock's last name. Angela Johnson moved to approve the November minutes as amended and Bob Risch seconded. The minutes were approved and accepted as amended.

REPORT OF THE TREASURER: We are spending quite a bit on books. We have to order new checks. Wells Fargo is down again. We made a little on the dividends as well as interest on the Jackson annuity. The Report was accepted and filed for audit. Ray asked if the Trustees are covered with liability insurance. There was a discussion as to whether or not the Trustees are covered. Ray said the town's insurance should be checked. Sandra Carr said we are elected officials so we should be covered but she is not sure that we are. Certainly we would want that coverage. Angela said this is still a gray area and we should check to see what other towns have. Ray asked Angela to look into it. If we don't have it we should request it. Ray would like to see this tidied up before he leaves. Angela said we should ask for a copy of the policy.

LIBRARY DIRECTOR'S REPORT:

Building/Facility: There is now a grate at the entrance. The crash bar for the door to the Chick Room entrance is just about finished. Peter Ellis will prepare a proposal for organizing the library keys with a master key. Right now there is one key for the Fire Department for the front door only. Town Emergency Management Director Richard Clark came to discuss an evacuation drill. We need evacuation maps and instructions as well as new batteries in two of the emergency light units. When we decide to hold the drill, he will attend and make sure everything runs smoothly. Ray said he would like to make sure that at least one Trustee is here for the drill.

Programs: There will be a Holiday Open House on December 18 and everyone is invited. Children's programs are on December 28 and December 31.

FRIENDS OF THE MADISON LIBRARY REPORT: No Report.

GALLERY REPORT: Dick Pollock will hang photos in January and February.

OLD BUSINESS:

Budget Committee: The Librarian's Report included the purchase of a subscription to the Career Cruising database for job seekers and older students. This will be done in conjunction with several area libraries. The database will be available online, both in the library and from home to Madison Library card holders, with links to outside sites. The cost for one year is \$595 shared by 9 libraries, so our cost would be about \$70. The cost of \$100 for the Ancestry database is a good bargain. If we do not have funds for Encyclopedia Britannica, Mary would recommend dropping it as we do have an online encyclopedia available. Sandra Carr moved to increase the line item by \$170 for the Ancestry and Career programs. Beverly Klitsch seconded. The motion was approved and accepted. Ray recommended that the Squam Lake pass be dropped. The Library's Annual Report to the Town is due by January 13, 2011.

Policies: Ray asked if we have a printout of policies. He has a folder he will give Mary to add to her files. There should be a hard copy in the possession of every trustee and alternate along with copies of obligations of New Hampshire Library Trustees.

NEW BUSINESS:

End of year staff and board evaluations: Mary has received a letter from the Trustees with her evaluation. Ray said as always it was his pleasant duty as Chair to present Mary's evaluation to her. Mary will evaluate her staff and they will also self-evaluate. Ray asked what we think of ourselves as a Board. Tom Reinfuss said we need to concentrate on getting more people. A discussion followed regarding possible candidates as Board members. Ray said he will try sending letters to recruit members. Ray asked Mary if she felt supported by the Board. Mary said yes, she feels very supported. The Board always responds to her requests. Ray said this Board has been a real delight to work with.

Recording Secretary Pat Ambrose will post the 2011 schedule of Madison Library Board of Trustees Meetings at the Madison Library, Madison Post Office, and Silver Lake Post Office before the next Trustees Meeting.

The next meeting will be on January 19, 2011.

The Board adjourned at 4:45 PM.

Respectfully submitted, Patricia H. Ambrose, Recording Secretary.

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on December 16, 2010.

Town of Madison, Board of Library Trustees Meeting for December 15, 2010.