

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 17, 2013, 3:30 PM  
CHICK ROOM, MADISON LIBRARY  
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; John Filson, Ron Force, Angela Johnson, Mary O'Neil, Mary Cronin, Library Director.

ABSENT: Susan Bailey, Sandra Carr, 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: March 20, 2013: Motion by Angela Johnson to approve the minutes of March 20, seconded by John Filson. The motion passed unanimously and the minutes were approved and accepted.

REPORT OF THE TREASURER: Treasurer Angela Johnson reviewed the financial statements with the board. She said the combined checking/savings accounts balance as of March 31 was \$3,436.27; the market did well in March; and there has been no activity on the Jackson Annuity. Looking at the Town of Madison Budget Drawdown it was noted that the library's technology line of \$2,000 was missing from the report and the budget figure should be \$67,379 instead of \$65,379. Mary said she will speak to the Town about this. Angela said otherwise the drawdown is about on target for this time of year. John asked how much flexibility there is to move from one line to another. Mary Cronin said there is flexibility in most things except those pertaining to personnel. Motion by Mary O'Neil to accept the Treasurer's Report, seconded by John Filson. The Report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Mary Cronin said we have purchased an iPad and she will learn how to set it up for library use at a workshop on May 3. Mary said she would like the library to have a thorough, professional spring cleaning, and she asked if this would be covered under general maintenance. She said the carpet needs to be cleaned with a commercial level vacuum cleaner. Board members agreed that it was important to clean the tracked-in sand from the new carpet and this led to a discussion about the quality of cleaning in general at the library. Mary said the vacuum cleaner we have currently is really not adequate, but right now she would like to focus on having a one-time thorough cleaning done to reach rarely cleaned areas such as the tops of bookshelves. Mary added that when the parking lot is cleaned she would like to have parking lot lines removed on the opposite bank from the entrance and to have a "no parking" sign put there instead for safety purposes. She said she would call Billy Chick to get a cost estimate for this. She said the blinds have been ordered at the quoted price of \$697 and we will get the drawdown feature free of charge. Mary said that Mary Ann Beirsto is continuing to do a great job with the story times on Fridays and is interested in working with the summer program. Mary said that staff-wise we are in good shape, with Sloane Jarell picking up more hours and volunteers offering to do extra shifts. She said the annual Volunteer Appreciation breakfast will be held on Thursday, June 20 at 9:00 AM and Trustees are encouraged to attend. Peter Stevens added that this is an important occasion when we see the contribution that volunteers are

making. Mary said Bywater is looking to develop the integration with KOHA so that downloadables are listed in our catalog. She said the total cost of the integration would be \$8,100, to be shared by all the libraries involved, and our contribution would be around \$50 to \$100 or so. Peter advised waiting to see how this progresses. Mary said she will hold off on this for now, but she would like to see this happen and hopes to have an update by the next meeting.

GALLERY: Mary said she is thinking of contacting a couple of artists about having some artwork in the gallery.

FRIENDS OF THE LIBRARY: Mary said a new program has been added for May, a presentation by Victoria Lang on Botswana Libraries on May 16 at 7:00 PM.

#### OLD BUSINESS:

ILS Switch to KOHA: Mary said right now this is in the waiting phase, but once the test server is set up we will be busy. She said training will take place May 13-15 and we are working on getting staff coverage for this. She said she may be asking for about \$30 to buy everyone lunch during the training.

#### NEW BUSINESS:

Chick Room Use Policy – Review and Revise: The board reviewed the Meeting Room Policy. Mary said that people have requested meeting space for all kinds of gatherings, from exercise groups to more formal meetings. She said one requirement is that admission can't be charged, it has to be non-profit. She said there are currently about 30 standing meetings per month in the Chick Room, and part of the reason for this is that we are in a central location for Carroll County. After some discussion Ron Force suggested changing the wording of the second part of the first sentence of the policy to include the word "citizens" so that it would read, "...department, committees, and citizens...."

Motion by Angela to approve the Meeting Room policy as amended, seconded by John Filson. The motion was approved unanimously.

Donations in Memory of Leonora Southwick and Janet Found – Accept: Angela said we have received \$790 for Leonora and \$225 for Janet, and there are more checks coming. Mary said she would like to use Janet's money for books and to bank the checks for Leonora for now until a decision is made on the best way to utilize the funds. Discussion followed and it was agreed that banking the funds for now was most appropriate, with the eventual goal of purchasing a DVD collection.

NHLTA Conference and Other Trustee Education Opportunities: Mary reminded the board of upcoming training sessions for trustees, in Effingham on April 24, a meeting with the state librarian in Tamworth on April 30, a training session for trustees on May 19, and the 2013 annual NHLTA conference (free) on June 20, 10:30 AM– 12:00 PM. Peter Stevens suggested

that board members attend either the Effingham meeting or the Tamworth meeting, as they are both excellent.

Peter said that in previous years the trustees had a Building and Grounds Committee and he wanted to discuss the idea of having such a committee again to discuss long-term planning. He said there were several issues that this committee could consider, such as office space, a second exit downstairs, perhaps a balcony projected out to the parking lot to expand space, and other issues such as fixing and lighting the sign outside. Mary Cronin added that a disaster plan could be discussed, including ways to save the collection in case of fire or damage from flooding. John Filson said if the issues were identified he would be willing to draft a report, but he was reluctant to commit more time to building and grounds. He suggested discussing these matters as part of the regular board meeting to formulate ideas and then occasionally having a second meeting or a longer meeting for discussion. Ron Force said we could even invite someone in to give us ideas. He said we need to identify needs and then expand the discussion. Angela Johnson suggested putting this on the agenda for May. The board agreed to give these ideas some thought before the next meeting.

PUBLIC SESSIONS ENDS: 4:54 PM.

NON-PUBLIC SESSION: The board entered non-public session at 4:55 PM to discuss personnel per RSA 91-A:3 II (a).

The Madison Library had an unexpected and upsetting loss due to the sudden death of Assistant Librarian Leonora Southwick on April 1, 2013. Discussion about change in Library Assistants' roles and duties after this unexpected loss resulted in the following decision to change salaries to reflect increased responsibilities and hours. Ron Force MOVED to increase pay rate for Camilla Spence to \$13.00 per hour, and Sloane Jarell (changing role from Library Substitute to Library Assistant) to \$12.50 per hour. MOTION seconded by John Filson. MOTION passed.

ADJOURNMENT: Ron Force MOVED to adjourn the meeting. MOTION seconded by Mary O'Neil. MOTION passed. Peter Stevens adjourned the meeting at 5:10 PM.

Next Meeting: May 15, 2013

Respectfully submitted,

Patricia Ambrose  
Recording Secretary for Public Minutes

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on April 19, 2013.  
Town of Madison, Board of Library Trustees Meeting for April 17, 2013.