

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 16, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, John Filson, Ron Force, Angela Johnson, Tom Reinfuss, Mary Cronin, Library Director.

ABSENT: Susan Bailey, Mary O'Neil; Fay Melendy, Friends of the Library

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES: There was an error noted in the listing of the Friends of the Library program on October 17. With this correction Angela Johnson moved to approve the amended minutes, seconded by Tom Reinfuss. The motion passed unanimously.

REPORT OF THE TREASURER: Treasurer Angela Johnson noted that we paid a \$60 annual fee for the Wells Fargo account. She said we received a dividend from Johnson & Johnson for \$39.60. Market fluctuation is up \$311.80. She said she received a letter regarding a class action suit against Johnson & Johnson; if she filled out the necessary paperwork we would receive a net award of approximately \$2.40. The board felt it would not be necessary to do this. She said we received the annual report from Paychex. She said the budget drawdown is about 77%, which is about normal for this time of year. Motion by Tom Reinfuss to accept the Treasurer's Report, seconded by Ron Force. The report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: In the board packet. Library Director Mary Cronin noted that attendance was 669 in September, down from 813 in September 2012, which in turn was down from September 2011. There was some discussion about what might account for this, including possibly increased use of home internet access to do research. Mary said other libraries are having the same experience. She said consideration of this needs to be included in the planning process. She said Herm Weber and Ted Slader have designed the stairs and they would like to get started building them over the winter. To do this they would need approximately \$290 and she recommended letting them purchase the materials with this year's funds. The board agreed with this. Mary said she bought a needed dehumidifier for the storeroom for about \$300 from the buildings and grounds fund. She said this leaves just enough for snowplowing this winter. She said plans are moving forward for a kids' tech club program in cooperation with Madison Elementary School and Kennett High School. A local veterinarian will be coming to talk about ticks and Lyme disease. There will be an open house in December featuring a local author of children's books. Mary noted that the library was open on Columbus Day because policy requires it. There was very low attendance and she thought the board might want to change the policy the next time policies are reviewed. The board agreed.

GALLERY: No exhibit at the moment. Mary is looking for an exhibitor.

FRIENDS OF THE LIBRARY: Peter Stevens announced that the barn tour will take place on Saturday, July 12, 2014. He said six barns will be available for the tour, including Joy farm; there will be an exhibit and orientation beforehand.

OLD BUSINESS: Full Budget for Town Report: There was a discussion of the budget and warrant article. It was decided to request funding from the Friends of the Library, both in person and in writing. Peter Stevens thought it would be helpful if he and John Filson attended the next meeting of the Friends on November 4 to show them the plans and acquaint them with what is going on. The board agreed. Tom Reinfuss suggested taking money from our own portfolio as well to offset part of the warrant article. It was decided that the warrant article would be for the full amount of \$14,500 with explanations of what amounts are coming from different sources. It was noted that the percentage increase in the library budget is 2.06%. Mary Cronin said she was not sure if the Friends would be giving us \$2,500 for materials again this year as they did last year.

Motion by Sandra Carr to use \$3,000 of our portfolio in support of our warrant article of \$14,500 as trustees, seconded by Tom Reinfuss. The motion passed 5-1 with Ron Force abstaining.

Mary said she was concerned about the copier. She said it is working but getting old, and if something happens we may have to lease another. But she thought we wouldn't need to budget for it until at least next year.

Space planning/library improvements: Already covered.

Capital Improvement Program: Mary said she put the renovation project in for 2015, the roof for 2016, and the boiler for 2017. The board agreed that the construction project will be taken out.

Garden Marker: This was discussed and it was decided to look into installing a pergola as a canopy over the seating area instead of purchasing a marker. The board felt that this would be a more appropriate remembrance of Beverly Klitsch.

NEW BUSINESS:

Carroll County Trustees Roundtable: Peter Stevens said the meeting was held with 8 people from the local and surrounding areas in attendance. He said there were discussions of such topics as computer contact through listserve, KOHA, library statistics, and strategic planning. Examples from other libraries included a music group, writers group, magicians, poetry group, literary social, art, needlework, textiles, town artifacts, things for sale, and focus on community events; those are possibilities for us to consider. Peter said having a facilitator for strategic planning was mentioned. Peter said there is no director from the NHLTA to lead these meetings and someone will call the NHLTA to see if there will be a director in the future. He asked if anyone in this group is interested.

Draft Technology Plan: Mary said the text of the plan is not too different from last year; it's a 3-year plan but we review it every year because technology changes so quickly. She said we've done pretty much everything except polling the town to see what kind of technology they need. Mary said she would really like to get an android tablet and would like to get another laptop to keep recycling them according to the plan. She said we need to get a replacement lamp for the projector. She said we need to put money in for apps. She said we do use trustee money for the website annual fees for hosting and a small amount for the domain name, all under \$200 a year.

Motion by Angela Johnson to approve the tech plan for 2014-2016, seconded by Ron Force. The motion passed unanimously.

Draft Grant Application for Ham Foundation: No application yet; it is due on 1/31.

Planning for Strategic Plan: Mary suggested asking Town Clerk Marcia Shackford if we could include something in the June tax bill like a survey information sheet to go out to every taxpayer. She said there would be a charge for this, around \$300. The board agreed that it would be a good idea and it would be good to have as a line item in the full budget. John Filson suggested that we need a plan for the development of the strategic plan and he offered to help Mary in developing such a plan, perhaps to bring back to the December meeting.

ADJOURNMENT – Next Meeting: November 20, 2013. Motion by Ron Force to adjourn, seconded by Tom Reinfuss. The motion passed unanimously and the meeting adjourned at 5:05 PM.

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on October 17, 2013
Town of Madison, Board of Library Trustees Meeting for October 16, 2013