

HOLLIS SOCIAL LIBRARY

BOARD OF TRUSTEES

7 February 7, 2012, 7PM

Trustees present: Laurel Lang, Bob Bartis, Karen Knight, Michelle Repp, Marcia Beckett, Stephanie Stack, and Jonie LaBombard

Also present: Lucinda Mazza, Library Director

1. The meeting was called to order at 6:57 pm by Bob Bartis.
2. **Secretary's Report:** The minutes of January 3, 2012 were accepted with the substitution of the following for the second paragraph: Warren Coulter gave an overview of the market, stressing the recent volatility. He went over the fee structure, which is less than 1%. Approximately 40% of the funds are in fixed investments, and 60% are in stocks. The board is considering a full year plan for utilization of available funds.
3. The board will discuss how much to take from the Pearl Rideout Fund and the distribution of those monies at a future meeting.
4. **Treasurer's Report:** There is a new format that is consistent with the budget categories and what will be posted on the website.
5. Lucinda Mazza reported on the **2012 budget**. We received \$4000 for salary increases. She cut the adult books and newspapers accounts to pay for the TLC software service agreement. There are two pc upgrades and 18 software licenses in the computer equipment category. Stephanie Stack noted that there will be an approximate fee of \$2500 for the server maintenance contract that isn't included, so cuts in other lines will be needed to cover that.
6. **Director's Report:** The new phone system has been installed. The copper roof work is complete. The people counter has been adjusted and seems to be working properly now. The new Vacation and Sick Time Policy became effective on January 1st. Nineteen adult events were held in November. The one on one technology sessions are popular. Circulation for January is up. 29% of January circulation was DVDs. A new wireless router will allow us to track unique access to our wireless network. The library report that will be included in the town annual report was submitted on time with thanks to Marcia, Stephanie and Michelle. The circulation of downloadable books has increased.
7. **Children's Librarian Report:** The first Mother-Daughter Book Club was a big success. All of the Summer Reading performers have been booked. The additional \$2000 grant from Target was used for these performers. There were 19 programs and 109 attendees in January. 8. Stephanie would like to have Amanda set some goals for the summer program and then report to the trustees. Michelle agreed with Marcia's suggestion that Amanda consider scheduling

outside movies this summer since we have an inflatable screen. Lucinda noted that Amanda is considering having a movie at the Lawrence Barn.

9. Marcia Beckett is not running for reelection. Bob Bartis and Karen Knight have filed, as has Don MacMillan.

The meeting was adjourned at 8:33 pm.

Respectfully submitted,

Jone D LaBombard, Secretary