

Hollis Social Library Board of Trustees

1 May 2012

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

Also present: Lucinda Mazza, Library Director; Susan Dumont, Library Aide

The meeting was called to order at 6:58 pm.

1. Susan Dumont explained the **Nook** loan program and policies. The trustees expressed their appreciation for all of her work in researching and establishing this program.

2. **Secretary's Report:** The minutes of the 3 April 2012 meeting were accepted with the following correction in 1... **without extending the Dell hardware contract...**

3. **Treasurer's Report:** Stephanie noted that expenses are as expected. Two new policies have been implemented: a check request form for payments without invoices and Cindy is now initialing each invoice and noting the appropriate line item. The library has received \$1000 in donations.

3. **Director's Report:** The Garden Club has planted flowers around the library. There will be a celebration for two of the library aides that are receiving their MLS degrees this spring. Attendance and circulation numbers for January to April are up from 2011; computer/internet access is at the highest usage since November 2010. Downloadable books numbers also continue to increase. There were 22 adult events with 101 patrons. The adult summer reading program will have four raffles.

4. **Children's Librarian's Report:** there were 21 programs with total attendance of 181; the mother-daughter spa day during April vacation week was a big hit. The Hollis Preschool came twice for field trips. Amanda will be visiting the schools to talk about the Summer Reading Program and distribute flyers.

5. Cindy spoke on the **Capital Improvement Plan**. Items include a new exterior sign, reviewing library space usage options, a kitchen refresh with donated labor, a laminator, valences for Meeting Room windows, and a new seat cushion for the Children's Room. The projects to be included on the town CIP list include interior carpeting, interior painting, in ground outdoor lighting for the front of the building, repainting the ceiling in the old section, and replacing broken window shades.

6. **Motion made by Stephanie Stack, seconded by Karen Knight, and unanimously approved: solicit three bids from space planners to develop a plan to optimize library space.**

7. Motion made by Michelle Repp, seconded by Karen Knight, and unanimously approved: to purchase materials to refurbish the kitchen. The estimated cost of \$1050 will be taken from the remaining funds in the LeDoux grant. Labor will be donated by Richard Belanger.

8. Motion made by Michelle Repp, seconded by Laurel Lang, and unanimously approved: to use \$150 from the fines account to purchase a laminator.

9. Motion made by Michelle Repp, seconded by Laurel Lang, and unanimously approved: to solicit three bids for an exterior building sign that will meet the requirements of the historical district.

10. Motion made by Stephanie Stack, seconded by Laurel Lang, and unanimously approved: to open a new American Express account for the library that will have Lucinda as the primary card holder and Amanda as a secondary user. The previous card with the previous treasurer's name on it will be cancelled.

11. Stephanie discussed the Pearl Rideout Fund account. There is a \$60,000 balance, and we are paying approximated \$600/year in fees. The original gift was \$100,000; \$26,000 has been disbursed; and \$5-6000 has been spent in fees.

12. Motion made by Laurel Lang, seconded by Karen Knight, and unanimously approved: to amend the trustees as named on the Rideout Fund trust account with Eldridge Investment Advisors by removing the trustees whose terms have expired and adding Stephanie Stack and Robert Bartis.

13. Motion made by Michelle Repp, seconded by Laurel Lang, and unanimously approved: to authorize Stephanie Stack to take the required annual 6% disbursement from the Rideout trust and deposit it in the donation account.

14. The library owns 62 shares of Baxter stocks that were left to the library in 1997.
Motion made by Stephanie Stack, seconded by Laurel Lang, and unanimously approved: to sell the 62 shares and to deposit the proceeds in the donations account.

15. Motion made by Stephanie Stack, seconded by Karen Knight, and unanimously approved: a 5-year contract with TLC at a yearly cost of \$4100.

The meeting adjourned 9:03 pm.

Respectfully submitted,

Jone D. LaBombard, Secretary