

Board of Trustees

Hollis Social Library

September 3, 2013

Trustees present: Karen Knight, Jill Heslin, Laurel Lang, Bob Bartis, Stephanie Stack, and Don MacMillan

Also present: Lucinda Mazza, Library Director

The meeting was called to order at 7:06pm.

1. Secretary's Report:

The June 4, 2013 minutes were accepted as submitted.

2. Treasurer's Report:

Our intent is to evolve our budgeting process to align our planned projects with our budgeting. The Budget Subcommittee met this summer to start the planning process. The YTD expenses are on track with projected spending of the town allocation. The planned purchase of a new server will take place in the next few months.

The value of the Rideout Trust is \$64725.

Motion made by Stephanie Stack, seconded by Jill Heslin, and unanimously approved:
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To use the mandatory 3% disbursement from the Rideout Trust towards the purchase of a new server in September.
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The additional funds needed to meet the quote of \$6428 will be taken from the gifts/donations account.

3. The trustees reviewed our goals for 2013: increase circulation, increase programs, and additions and reallocations of staff in preparation for 2014. Strategic goals for 2014 will be determined at the next meeting in preparation for the development of the 2014 budget. Trustees will review the draft 2014 goals before then.

4. Director's Report:

The light fixture in the dome has been repaired. The Colonial Garden Club will plant a crab tree in the spring. Susan Deschenes was hired to replace Susan Dumont as a Library Aide to provide technical support and guidance, assist Vicky with cataloging, collect statistics and assist at the circulation desk. Cindy expects to hire the third Circulation Assistant by mid-September. Attendance is down from last year, circulation is about even, downloadable books are up 68% and computer/internet use is up 36%.

TLC will remotely copy all data to the new server when the library is closed. September will be the first mailing of a quarterly newsletter that will highlight upcoming programs.

The library's Safety Inspection Report was given out in July. All issues have been addressed except for the emergency evacuation plan which will be completed by the end of September.

5. Summer Reading Program:

227 children participated. They read 2545 books, and 221,715 pages. \$1434 was spent for prizes/incentives, \$2953 for 33 programs. Vicky has sent out a survey to find out what parents and children would like. She will be attending all of the school open houses to introduce herself and publicize the library and library programs.

6. Old Home Day:

Cindy and Vicky will staff an OHD booth. September is Library Card month so they will be promoting those.

7. Cindy will notify the Troy Brown about requirements and scheduling for the interior painting to be finished by December 31, 2013.

Motion made by Karen Knight, seconded by Laurel Lang, and unanimously approved:

To enter non-public session at 8:12 pm to discuss personnel issues.

8. The trustees returned to public session at 9:15 pm.

Motion made by Karen Knight, seconded by Laurel Lang and unanimously approved:
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To seal the minutes of the non-public session under Section 91-A.

The meeting was adjourned at 9:20 pm.

Respectfully submitted,

Jone D. LaBombard

Secretary

[[Note: these minutes are unapproved. Corrections and approval will take place at the following meeting of the Board of Trustees.]