

Northumberland Public Library
Board of Trustees Meeting
May 8, 2019

Nancy Merrow opened the meeting at 4:05 pm. Present were Gail Rossetto, Rae Davenport, Kathy Frechette, Donna Hamilton, and Nancy Merrow. Mark Robinson could not make the meeting.

Motion was made by Nancy to accept the March 20, 2019 meeting minutes. Seconded by Donna. All in favor.

Staff Report:

The staff report was read by Gail. Our circulation in April 855 which was slightly lower than last year. Book circulation was good. The DVD circulation was lower than usual. The overdue list is looking great. We, again, thanked Kathy and Rae for working on the list. We made \$26.00 in copies, \$10.75 in faxes, \$10.00 from our book sale, \$3.00 in fines, and \$10.00 in out of town payments. 60 patrons used our computers for a total of 31.25 hours. There were 70 downloads. The report was accepted by Donna and seconded by Nancy. All in favor.

Treasurer's Report:

The treasurer's report is attached. The report was accepted by Donna and seconded by Nancy. All in favor.

Old Business:

We decided that stripping and waxing the library floors was not really necessary and too expensive and time consuming. There are only two sections of the library where the floors are not in good shape. It was decided to look into area rugs and/or plastic floor protectors for those areas. Gail will look at W B Mason and Ocean State for these items.

At the last meeting we discussed that our chimney had not been cleaned in a long time. perfect. Gail will type it up and bring it to the next meeting for approval and signatures.

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programs there for Summer Reading Program this year, Wildlife Encounters, and Steve Corning. We will be putting our information out on facebook this year so we are hoping for a large turnout for both programs. The church hall is larger and taller than the Town Meeting Room. It was agreed to spend the \$100.00 for the use of the hall.

We gave out the Computer and Internet policies for review and signatures. Nancy motioned to accept the policies, Donna seconded, all in favor. Donna and Nancy signed them. Mark was unable to make this meeting and Gail will get them to Mark for his signature. There will be a shorter version of the policies on brightly colored paper put next to the computers and the only addition to that will be an acknowledgment that will read " By using these computers you are acknowledging that you have read, agreed to, and understand the policies listed above".

We reviewed the Investment Policy that Donna emailed to us. Everyone agreed it was perfect. Gail will type it up and bring it to the next meeting for approval and signatures.

We copied telescope policies from other libraries and looked them over. None really fit the bill for us. It was decided that the employees and trustees will learn how to use the telescope before we decide on a policy for telescope borrowing. Gail will contact Paul at the Astronomical society and ask him about a stand to put the telescope on when it is being used. At the next meeting, we will decide on a time for the employees and trustees to get together and be trained on the use of the telescope.

Nancy brought paperwork from Ameriprise to change the second signature on our account. Diane Berube had been the second signatory. She is no longer a Trustee and our new Trustee, Donna Hamilton, agreed to be the second signatory and signed the appropriate forms.

The Emergency Plan for the library was given to the Trustees to peruse. It will be posted on the wall by the circulation desk and next to the fire extinguisher. Another copy will be filed with our policies.

We have revised our Trustee information with NHLTA. Nancy Merrow, Donna Hamilton, and Mark Robinson will now be authorized to be Trustee members and there will be a yearly \$90.00 fee (\$30.00 per Trustee) owed.

The next meeting will be Wednesday, July 10, 2019 at 4:00pm at the library.

Nancy made a motion to adjourn at 5:03. Seconded by Donna. All in favor.

Respectfully submitted by Gail Rossetto

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