

COOK MEMORIAL LIBRARY

DRAFT MINUTES, BOARD OF TRUSTEES MEETING October 10, 2011

NEXT MEETING: Monday, November 14, 2011 6:00 PM at the Library
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Present: Trustees Lloyd Hadden, Andrea Kennett, Sharon Malenfant, Anne Chant, Ann McGarity, Linda Jones, Selectman Willie Farnum, Librarian Jay Rancourt

Called to order: 6:00 PM

1. Approval of Draft Minutes of September 12, 2011: AK made a motion to approve the minutes. LH seconded the motion. The motion passed with LJ abstaining.

2. Treasurer's report:

a. September Financial Report (Budget vs. Actual): LH questioned the \$1824.00 under Contract Labor, Annual Budget. Jay will check into this. Accepted as presented.

b. Unanticipated funds received in September, 2011:

\$250.00	Mary Hunt Memorial Fund
\$500.00	Joseph Rancourt Memorial Fund
\$17.00	Unrestricted donations
\$40.50	Copy machine
\$ 45.00	<u>Library sales</u>
\$852.50	Total

LJ moved to accept these funds. LH seconded the motion. The motion passed.

c. 2012 Proposed Budget & Capital Reserve Requests: Trust fund donation of \$100 should be removed. 2012 repairs from Capital Reserve Fund total \$3663.00. This amount will go in our operating budget under building preservation, under building repairs and maintenance. Total budget will be increased to \$138,857.00 for our income and expenses. AM made a motion to accept the budget. LJ seconded the motion. AK made a motion to table the motion (of accepting the budget) to discuss the hiring of an annual building inspector. LH seconded the motion. The amount proposed for the inspector is \$800.00. Motion: add a line item for the 2012 budget under repairs and maintenance for \$800 for a building inspection. On the income side, \$800 would be added to the town appropriation. The motion passed. Total budget is now: \$139,657.00. \$122,694.00 for the town appropriation.

3. Correspondence:

a. Resignation of Trustee Nancy Sheridan: LH made a motion to accept her resignation with large regrets. LJ seconded. The motion passed.

4. New Business:

a. Request appointment from Selectmen of Carolyn Hemmingway to Library Board: LJ made a motion to ask the selectmen for this appointment. LH seconded it. The motion passed.

b. LH made a motion to appoint LJ as treasurer. AK seconded it. The motion passed.

5. Library Director's Report:

a. Threat to ILL Van Service/Response: Presently, four vans are used. The state is considering getting rid of three vans. CML has 563 ILL transactions annually. If the transactions were mailed, the cost would be \$1000 to \$1500. JR will find out exactly what steps we can take to help this situation.

b. Summer reading program concludes: JR will send a copy of the report.

c. Third quarter statistics: For summer programs, there were fewer programs but more participation, and on a small budget. Stats: July, Aug Sept compared to last year:

Juvenile circulation for July & Aug up 31%, but down 15% in Sept (beautiful weather??)

Adult circ for July, Aug & Sept: Print up 7.7%, and non-print up 3.2%

Library attendance for 3rd quarter down 4%

ILLs up 9.5%

Volunteer hours up 12%

JR gave a course on "google and beyond," research on the internet. JR would like to have a section of the library's website on tech training.

6. Old Business

a. Follow up on security/call-out of people and order: LH will send an updated contact list.

b. Trustee vacancies in 2012: two vacancies. Registration is in early February.

7. Committee Reports:

a. Building and Grounds: Covered previously in meeting.

b. Friends of CML: September 14: Friends are now putting a postcard about the Baby Books into baskets for new mothers. The minutes are available from AM. Annual meeting: September 24. Minutes will be forthcoming. Chris Clyne did an excellent job on the cemetery map presentation.

c. Personnel Committee: SM and AK will work with JR.

8. Public comment: WF said that the town house has space to store things.

Adjournment: The meeting adjourned at 7:30 PM.

Respectfully submitted,

Anne Chant, Recording Secretary

**Next meeting: Monday, November 14, 2011 at 6:00 PM at the Library.
At this meeting, a vote will be taken to accept new unanticipated funds.
All Board of Trustees meetings are open to the public.**