

Fiske Free Library Trustee Meeting Monday, June 18, 2018

Meeting called to order at 5:20 pm

### Roll Call

Present: George Caccavaro, Bill Scala, Sean MaGee, Cynthia Cleveland, Robert Arcand and Arthur Vidro; also present Director Mike Grace and secretary Marta Smith.

### Secretary's Report

Read and Sean moved to accept it as written, seconded by Cynthia and passed.

### Treasurer's Report

Arthur Vidro indicated that the Baker & Taylor bills had been paid leaving approximately \$3,000.00 in the account.

### Director's Report

May 2018

Patrons checked out 6,061 items during the month for an average of 242 items checked out per day. Patrons used 435 computer sessions and 157 wireless internet sessions for a total of 428 hours of computer time during the month, an average of 17 hours per day. 60 children utilized our Early Literacy education computers in the Children's room during May. 68 items were loaned to other libraries through interlibrary loan and 194 new items were added to the collection. Patrons downloaded 295 audio books and 139 e-books from our downloadable books service. 24 new patrons signed up for library cards during the month. Also during May patrons performed 2,255 searches on our public catalog with 295 of those searches being done on mobile devices. The term most often searched for during the month was "Egypt".

### Circulation of materials

2017-2018	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
November	4505	411	117	28	1615	6676
December	3368	402	140	23	1471	5404
January	4272	500	140	17	1809	6738
February	3805	470	58	12	1473	5818
March	4204	596	43	22	1543	6408
April	4005	527	46	9	1572	6159
May	4081	481	32	26	1441	6061

### Items added to collection

2017-2018	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
November	209	6	0	0	61	276
December	136	0	2	6	33	177
January	386	21	1	2	43	453

February	216	2	6	0	48	272
March	239	1	0	0	29	269
April	230	3	0	2	75	310
May	128	6	0	1	59	194

Library staff have been active with several projects. We have completed inventory of the video and audiobook collections and have begun inventory of the children's picture book and non-fiction collections. Inventory allows us to identify items that have become lost, mis-shelved, or otherwise unaccounted for. With our new automation system and a mini Bluetooth barcode scanner we are able to do inventory much faster and efficiently than in the past. Along with inventory we have been weeding the video and audio collections and also the mystery collection. Staff have completed a rearrangement of our reading room which included moving the periodical and graphic novel collections.

The Children's staff have been busy preparing for our Summer Reading Program, "Libraries Rock".

Sign-ups for the program will begin on June 11<sup>th</sup> with the first events being a Father's Day craft workshop on June 14<sup>th</sup> and local author Maggie Kemp on the 20<sup>th</sup>. The full calendar of events is available on our catalog at: <https://fiskefreenh.booksys.net/opac/fiskefreenh/>. The library has once again been awarded a Children's Literacy Foundation Summer Readers grant that will bring to the library a professional children's author/storyteller and will provide children attending the event with two books of their choosing.

### **Old Business**

The budget passed and we got the \$500.00 for microfilming. No changes from last year.

### **New Business**

Helen Cormier passed away recently and we were left \$20,000.00 in her will. There was a discussion about what to do with the money-put it onto a trust or spend it on a special project. There was a question about what the procedure is for receiving and designating the use or investment of the bequest. It was agreed that Mike Grace would check with Jack Yazinski to see what his recommendation is. He was a former City Attorney as well as being a former library trustee and may have more knowledge of the process than the director or current trustees.

The library received money from the Claremont Savings Bank in the amount of \$3,000.00 which will be used for furniture in the Children's Room.

The summer Reading Program is off to a great start with good numbers of children signing up and also a good attendance for programs. The number of children attending Story Hour is up to 14.

Robert Arcand made a motion to adjourn, seconded by Bill Scala. The meeting was adjourned at 5:45 pm.