

Fiske Free Library Trustee Meeting

Monday, August 21, 2017

The meeting was called to order at 5:15 PM.

Roll Call

Present: George Caccavaro, Bill Scala, Arthur Vidro, Sean Magee and Robert Arcand, also present Library Director Michael Grace and secretary Marta Smith.

Secretary's Report

Read and Bill Scala moved to accept it as read, seconded by Bob Arcand and passed.

Director's Report

Items added to collection

2017	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
January	294	1	0	3	72	370
February	202	4	0	0	81	287
March	250	4	6	0	184	444
April	392	19	0	1	86	498
May	169	8	0	0	58	235
June	104	11	4	0	26	145
July	297	5	0	0	47	349

July 2017

In July, patrons checked out an average of 305 items per day for a total of 7,615 items for the month. Patrons used 530 computer sessions and 238 wireless internet sessions for a total of 618 hours of computer time during the month, an average of 25 hours per day. 112 items were loaned to other libraries through interlibrary loan and 349 new items were added to the collection. Patrons downloaded 292 audio books and 133 e-books from our downloadable books service. 52 new patrons signed up for library cards during the month.

Circulation of materials

2017	Books	Audio-books	Music CDs	Magazines	Misc	Total Items
January	4477	462	83	30	2073	7125
February	4304	465	71	36	1921	6797
March	4705	522	96	36	2064	7423
April	4366	569	76	21	1893	6925
May	4806	575	94	51	2052	7578
June	5021	488	64	33	1816	7422
July	5228	535	45	23	1784	7615

Our Summer Reading Program, Build a Better World, has been in full swing with a number of excellent programs in July. On the 8th Diane Kordas presented a puppet show and puppet workshop. On the 14th, Simon Brooks enthralled his audience with his unique and animated storytelling. The Children's Museum of New Hampshire's program, River Builders, was an informative hands-on look at all of the natural processes that build our rivers. And the month was capped off in style with the Children's Literacy Foundation book giveaway and storytelling event on the 31st. 97 children attended the program and each received two free books of their choice from a wide variety of genres and reading levels. CLiF presenter Marty Kelley kept the audience laughing with a reading of his book, "Almost Everybody Farts." The 3D printer, on loan from the New Hampshire State Library has been very popular. Library staff have been demonstrating the printer by making New Hampshire and book shaped keychain charms.

More programs are on tap for August beginning with a program of Jazz, Swing, and Jug Band music on the 7th. To prepare for the August eclipse we are hosting a pinhole camera and spectroscopy building workshop on the 14th. On the day of the eclipse, the 21st, we will have storyteller Odds Bodkin presenting "Tales for an Eclipse" and we will be giving out free eclipse viewing glasses.

We are happy to have a new volunteer, a former staff member, helping us out a couple of hours a week.

Data management and circulation parameters for the library's new automation system have been set up and sent to the vendor. Patron and bibliographic data have been exported from our current system and have been uploaded to the vendor. The vendor will now work to convert our data into a format that will work with the new system. Once that process is completed we will have a day of training on the new system before it goes live for the public.

Weeding continues on our fiction collection and with the help of volunteers we are progressing with our barcoding project in the Children's collection.

Bob Arcand made the motion to accept the report, seconded by Bill Scala and passed.

Old Business

Automation System

George Caccavaro asked about the new automation system and where we were in the process.

Mike Grace shared information on the vendor we are working with which is Book Systems.

When it is up and running we will have a mobile app that allows the user to check their library information from a cell phone or tablet. It will also give the staff the ability to take a cell phone to a shopping center, senior center, nursing home, etc. and check books in or out.

Visitor Cynthia Cleveland asked when we would have the new system and Mike Grace said in about a month. Another feature of the new system allows staff to send email reminders to patrons about reserves, new books, programs, etc. With the new system books will show the books cover, index and more. Our data has been sent to the company. Some items didn't transfer correctly so Mike is working with them on a solution, after which they will send someone here for staff training.

Strategic Plan

George Caccavaro asked where Mike Grace was with the Strategic Plan and Mike said that he had an outline which he shared and he is on track for completion by October 1, 2017.

Policy Changes

In our existing policy any non-resident teacher, educator, or student is allowed a free library card. In the past, the school/institution that employed them paid the out of town fee. When the school stopped paying for the cards we absorbed the cost, however in this economy when our budget is going down and the school budget continues to rise we need to consider a change in the policy. We would still allow students a free card, but may need to re-think free teacher cards. Mike Grace proposed that everyone think it over between now and the September meeting, and then make a decision.

New Business

Arthur Vidro asked about the form about employee fraud policy. He had not been asked to sign it in the past and wondered why they were being asked to do so now. Mike Grace explained that it was sent out for all city employees to sign, but maybe the trustees hadn't been asked to sign it before. Nobody had a problem with signing, they were just curious about it.

George mentioned what a great turnout we had for the eclipse program-approximately 300 people counting groups inside and outside throughout the 2- hour program. Odds Bodkin was fantastic and even though we ran out of eclipse glasses everyone was okay with sharing.

It was also pointed out that there was a lack of coverage by the Eagle Times which seems to often be the case with them. Arthur Vidro offered to be a liaison between the library and the newspapers to see if he could help promote our programs and encourage them to report on the program attendance, etc.

Bill Scala made the motion to adjourn the meeting.

Seconded by Bob Arcand. The meeting adjourned at 6:22 PM.