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Trustee Meeting Wednesday, January 16, 2013

The meeting was called to order at 6:10 pm.

### **Roll Call**

Present: Marty Davis, Henry Normandin, Lauren Simpson, also present Library Director Michael Grace, Secretary Marta Smith and Pat Leahy who will be applying to be a member of the board.

### **Secretary's Report**

The report was read and Marty Davis made a motion to accept it as read, seconded by Henry Normandin and passed.

### **Treasurer's Report**

Lauren Simpson presented the report and Marty Davis moved to accept it as read, seconded by Henry Normandin and passed.

### **Old Business**

- Database

Marty Davis asked about the status of the email database and Mike Grace said that he will send out a test prototype for the board members to look at. Lauren Simpson asked about how to promote sign ups-suggesting a sign at the desk, etc. or possibly something in the newspaper. It was recommended that something be put in the monthly column in the e-ticker.

- Periodicals

Marty Davis asked about plans to solicit magazine donations and presented a list of ideas to supplement the magazine budget. He shared copies of the Valley News article that highlighted the magazine cuts. The trustees decided to bring in some of their magazines to donate and see if they were used.

- Friends of the Library

Marty Davis asked how to arrange a get together between the trustees and the friends group and Mike Grace said that he will get contact information to him so he can set up a meeting.

- Parking for Staff

Marty Davis asked about making the staff park across the common to free up space for patrons to park. Mike Grace said that he would not order the staff to park anywhere as

it is a public street. The issue with parking is lack of enough spaces and Lauren Simpson said that she would check into getting more spaces added. Henry Normandin asked if we had had any complaints and how many vehicles were involved, Mike Grace said that we have not had any complaints and it was 4 or 5 cars and Henry Normandin didn't think it was a problem with so few cars and no complaints and it was left at that.

- Art in the Library

Marty Davis said that he was planning to meet with Colin Sanborn and Mike Grace to figure out what space might be available in the library for art displays by local artists. Lauren Simpson asked about a holiday artisan's show and sale which has been successful at other libraries and recommended that we consider something like that this year.

- Interior lights on Wednesdays

Marty Davis indicated that when we have the lights on people think we are open and he has had complaints from people who come to the door only to find out that we are closed. Mike Grace said that we don't turn all the lights on, but we do turn them on in the areas where we are working.

- Bulletin Board posting

Marty Davis asked how we decide what can and can't be posted. He has a seed savers catalog/flyer he wants to post. According to our policy manual nothing relating to sales either for profit or non-profit can be posted. Mike Grace suggested possibly revising that policy. He also suggested that we wouldn't post a catalog in any case, but there is a space in the loft for things like that.

- Promotion of Interlibrary Loan

Marty Davis asked about ways to let people know about the service and Mike Grace and Marta Smith said that staff always offers it when we don't have materials a patron is looking for. Mike Grace said that it would be a good thing to add to our list of things we offer when we are presenting our budget.

- Trustee Applications

Pat Leahy will be applying for a position on the board.

## **City Librarian's Report**

In December patrons checked out 7,700 items, slightly under the average of 7,900. Eighty-eight items were loaned to other libraries through interlibrary loan and 186 new items were added to the collection. E-book usage continues to increase with 105 e-books checked out during December. 108 downloadable books were also checked out. 34 new patrons signed up for library cards. Patrons used 871 computer sessions during the month for a total of 589 hours of computer usage.

On December 4<sup>th</sup> the library hosted local author and gardening Guru Henry Homeyer who read from his new children's book, *Wobar and the Quest for the Magic Calumet*. On the 6<sup>th</sup> Marta

Smith and Sherrie LaClair led a Christmas craft making workshop for all ages that was well attended.

2012 was a year of changes. Reductions in the number of open hours and in staffing levels created challenges for library staff and patrons. The library continued to be very busy with total circulation for the year reaching 105,765. Average yearly circulation over the last 13 years is just over 109,000. Notably, children's materials continue to be in very high demand. Although still a very small portion of circulation, E-book usage continues to grow significantly. Library patrons checked out 832 e-books in 2012 compared to 301 in 2011.