



Fiske Free Library
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Trustee Meeting Wednesday, July 18, 2012

Called to order at 6:03 pm.

Roll Call

Present: Jim Allen, Cynthia Densmore, Marty Davis, Kelly Leblanc, Lauren Simpson and Henry Normandin. Also present were Library Director Michael Grace and Secretary Marta Smith.

Secretary's Report

The report was read by all and Jim Allen made the motion to accept it as read, seconded by Cynthia Densmore and passed.

Treasurer's Report

The quarterly report was presented and read. Lauren Simpson made a motion to accept it, Seconded by Cynthia Densmore and passed.

Old Business

There was no old business

New Business

- Email Database- Marty Davis suggested creating an email database to use for a newsletter, program publicity, etc. Michael Grace said that we had been discussing this for a while and that there were companies that sold software to use for this purpose. He will contact a few to find out the cost and requirements and possibly set up a free trial.
- Landscape Maintenance- Marty Davis asked about finding someone to do landscape maintenance for 2013. How to recruit volunteers. Michael Grace said that we have had volunteers periodically, but they stop showing up after a while. Marty Davis suggested possibly trying to recruit volunteers or trying to fund a landscape person in the 2013 budget. Lauren Simpson asked about having local landscape companies take turns doing the work and in return we post a sign advertising their services. Other trustees thought that that might be against city policy. Kelly Leblanc will check into it.

- NHLTA Open House- Marty Davis asked if it was possible to have the fall open house here at the library. Michael Grace said that it would be o.k. Marty Davis also asked if Michael Grace would be on hand and do a building tour with the guests.
- Posting notice of meetings/Right to Know Law- Marty Davis asked about posting the monthly meeting notice. Michael Grace said that there is a poster on the bulletin board that tells when the meetings are. Marty Davis asked if we needed to post a new one every week, or if a general one would do, and also if we needed a poster in more than one location. Kelly Leblanc thought that one in the library and one on the website would cover it-she will check on that.
- Marty Davis asked why the library doesn't use regular volunteers. Michael Grace and Marta Smith indicated that the library actually has several volunteers. The problem is that volunteers can only do certain things-they don't completely free up staff to do other things, plus they have to be supervised and are only there for limited time.

City Librarian's Report

Circulation in June was slightly below average at 9,164. Just over 6,700 people visited the library during the month, an average of 305 per day. Computer usage was high in June with patrons using 1,007 computer sessions for a total of 658 hours of computer time. 101 items were loaned to other libraries through interlibrary loan and 487 new items were added to the collection. Patrons downloaded 124 audio books and 72 e-books from our downloadable books service.

The Children's Summer Reading Program, "Dream Big, Read!" kicked off on June 22nd with long time favorite Steve Blunt's music and stories. Also, 119 students visited the children's department from Bluff School, CMS and Kids View Academy. On July 20th Storyteller Simon Brooks will be at the library to present his "Stories from Around the World."

The library staff is currently involved in several projects including downsizing the reference collection which will create shelf space for expanding the fiction and mystery collections; weeding the VHS movie collection and evaluating titles for replacement on DVD; and the continuing re-barcoding of older items in the collection.

The next meeting will be on Wednesday, August 22nd, provided everyone is not on vacation. Michael Grace will find out when vacations will be and get back to everyone. Henry Normandin made the motion to adjourn the meeting, seconded by Cynthia Densmore, and the meeting was adjourned at 7 pm.