



**Fiske Free Library**  
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Trustee Meeting, Wednesday, August 22, 2012.

The meeting was called to order at 6:08 pm.

### **Roll Call**

Present: Henry Normandin, Cynthia Densmore, Lauren Simpson, Marty Davis, and Kelly LeBlanc, also present were Director, Michael Grace and Secretary, Marta Smith.

### **Secretary's Report**

The secretary's report was read and Henry Normandin moved to accept it as written, seconded by Cynthia Densmore and passed.

### **Treasurer's Report**

There was no Treasurer's Report this month

### **Old Business**

#### a. Database for email signup

Michael Grace reported on the information he had gotten on the cost of setting up an email program for sending newsletters or publicity to patrons. The price for the lowest level of service was \$12.00 per month which was for 500 addresses. This is the one he recommends. Marty Davis asked what his recommendation was about moving forward with the program and Mike Grace said he was ready to move forward with it, but thought the trustees should fund it. Marty Davis asked what the service could offer that we couldn't do ourselves and Mike Grace explained that it provided the framework, storage, etc. that would be needed. The company would keep stats that we could use, send us a list of "bad" addresses and generate statistics at the end of the year that we could use. Everyone agreed that it was a good set up and worth trying. Marty Davis asked about how the payment system worked and Mike Grace indicated that there was a 60 trial program available followed by either a one year payment or a monthly payment plan. There is a discount for paying for the year in advance. Henry Normandin made the motion to start the 60 day trial, seconded by Kelly LeBlanc and passed.

#### b. Landscape Maintenance for 2013

Marty Davis asked how the library grounds would be maintained without volunteers, which we have fewer of lately. Michael Grace explained that landscaping was one of the things affected by recent budget cuts. Marty Davis asked if Michael Grace would put money into the budget this year for landscaping.

Marty Davis said that he has talked to someone about sandblasting the bike rack and railing out front. He asked about finding someone to volunteer to paint the railings- Michael Grace said he would contact Hypertherm to see if they had anyone who would volunteer.

Kelly LeBlanc said that she had checked into whether or not we could put up signage if a landscaping company did work for us and what she found out was that; signs needed to be 5' from the property line and they could only be temporary, while the work was going on.

#### c. Posting Minutes

Marty Davis has contacted Jane Taylor but not heard back from her. Michael Grace said that he had talked to Ms. Taylor about the notices and she said that there should be something posted at least 24 hours ahead of time, in 2 different locations-especially when the meeting day or time is changed. Kelly LeBlanc offered to post the notice on the city website and in one other public location.

## **New Business**

### a. Treasurer's responsibilities

Lauren drew up a list of responsibilities for the treasurer position which included

- Write Checks
- Deposit Checks
- Create and present quarterly report at the monthly Trustee meetings

In order for the treasurer to perform the above mentioned responsibilities, the treasurer must first, in collaboration with the library Director, complete the necessary paperwork with Claremont Savings Bank in order to write and deposit checks to the Trustee accounts.

Once this is achieved, the Director will contact the Treasurer when there are checks that need to be signed and deposited or written. It is the Treasurer's responsibility to arrange a time to either write or deposit the checks for the Director.

It is the treasurer's responsibility to visit the library once a quarter before the following month's meeting to gather the bank statements and prepare the Excel spreadsheets for the quarterly report. An Excel template is available for use from the Director.

### b. Trustee Orientation

Trustee Orientation by NHLTA will be held on September 20 at the Richards Library in Newport. Marty Davis will send a list of trustees who will be attending: Henry Normandin, Cynthia Densmore, Kelly LeBlanc and Marty Davis will be attending and will check with Jim Allen to see if he wants to attend as well.

### c. Open House

An open house for the NH Trustee Association members will be held at the Fiske Free Library on Wednesday, October 17th. The regular trustee's meeting will be held at 5 pm to be followed by the open house from 6-8 pm.

## **City Librarian's Report**

July was a busy month at the library. Patrons borrowed 9,997 items during the month. Slightly below the July average. Just over 6,100 people visited the library during the month, an average of 277 per day. Computer usage was high in July with patrons using 1,173 computer sessions for a total of 731 hours of computer time. 108 items were loaned to other libraries through interlibrary loan and 305 new items were added to the collection. Patrons downloaded 150 audio books and 71 e-books from our downloadable books service.

This year's Children's Summer Reading Program, "Dream Big, Read!" ended on July 27<sup>th</sup> with a nature program presented by the Children's Museum of New Hampshire. The program featured information on the behavior of nocturnal animals of New Hampshire. Also in July, SRP participants were treated to stories, music, and face painting by Cathy Ann Adams and the international storytelling of Simon Brooks.

On August 11<sup>th</sup> the library will be hosting Tom Ryan and Atticus for a book talk and book signing. Tom is the author of *Following Atticus: Forty-Eight High Peaks, One Little Dog, and an Extraordinary Friendship.* Atticus, of course, is the "little dog" and Tom's faithful companion. The next meeting will be held on Wednesday, September 26<sup>th</sup>. Lauren Simpson made the motion to adjourn, seconded by Kelly LeBlanc. The meeting was adjourned at 7 pm.