

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
January 5, 2009

In Attendance: Andrea Douglas, Kirsten Petretta, Norm Roberge, Deb Trottier,
Tiffany Dodd & Lori Wamser

The meeting was called to order at 7:25 pm.

Lori Wamser made a motion to accept the November meeting minutes. Seconded.
Approved.

Treasurer's Report:

- Only 3 days of December payroll will carry into January.
- All December 2008 expenses have been accounted for.
- Question was raised as to whether or not we need to start tracking our Fixed Assets for future compliance. We will check the audit records and ask at the Town level if we need to do anything and what the Town does.
- Kudos to all for holding the line on 2008 spending!

Budget 2009:

- Phone poll was conducted by Tiffany Dodd to discuss notes and spreadsheets were e-mailed to everyone for reference. This included the payroll line with a 4% increase. Agreement was unanimous. Final budget public hearing will be 30 days before Town Meeting. Voting on the budget will take place for March Town Meeting.

Other Business:

- Selectman's meeting will be attended by Deb Trottier again this month. Andrea will prepare a library marketing sheet for Deb to take with her, and also a friendly reminder that we need to have our entrance shoveled out.
- New Town Administrator (Line) will need to be introduced to the Library Trustees.
- Training on Right to Know Law, if anyone is interested, from the Mitchell Municipal Group. Secretary and / or Chair may want to go. Should we start taking minutes when we enter non-public sessions and then seal them?
- Monthly Trustee Meeting minutes: These will be posted within 5 business days of approval and will not be submitted for posting in Draft form any longer. We will look to see if our policy indicates which way we should do this.
- The Noyes Collection – No further discussion as to what will happen to this and if it will come to be housed at the library.
- Follow-up needed to inquire if we will be able to promote library programs at Dunbarton Elementary on a bulletin board.

Director's Report:

- Snow Day Payroll Policy: *Should we pay for the time closed due to inclement weather?* Resolution: If employee is here and leaves early for snow, then they should be paid. There is no formal written policy, but situations will be considered on a case by case basis depending on whether productive work can be performed or not due to weather, power outages, etc. Andrea's position is managerial hourly, but it is up to her discretion to juggle reports and library work in her schedule & when to make up the time.
- Trustee invitations were sent and no one has responded for filling the vacant seat.

- Statistics / Programs: 2007 vs. 2008 statistics show that patrons are up but certain sections (periodical usage) is down. Computer usage has increased due to job searches. As always, program ideas are gladly accepted and we need to come up with a list of offerings.

Recent suggestions include:

1. Checking other library websites for ideas and inspiration.
2. Abraham Lincoln impersonator –we will check into applying for a Humanities Grant for this
3. Letterboxing – a treasure hunt which teaches compass use, history, etc.

Centennial Committee:

- *Cinderfella* has been restored and Andrea would like a nice program to be done to go along with it.
- There will be no meetings of the committee until we get a bit closer to the festivities dates.
- Organization of promotion / marketing materials should be started NOW for release in May or June.

Meeting adjourned at 8:35 pm.

Respectfully submitted by Kirsten Petretta