

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES
October 5, 2009

Attendance: Andrea Douglas, Kirsten Petretta, Gregory Arce,
Tiffany Dodd, Pat Wood & Lori Wamser

The meeting was called to order at 7:15 pm.

Tiffany Dodd made a motion to accept the September meeting minutes, as amended.
Seconded by Gregory Arce. Approved.

Treasurer's Report:

- Lori Wamser and Diane Mullen have cleared up all outstanding timing and misclassification issues.
- A CD in the amount of \$65,000, with an 11-month term and earning a rate of 1.4%, was purchased at Citizen's Bank.
- Citizens Bank has gotten our paperwork and they still haven't removed Norm Roberge from the account. Lori Wamser to draft letter specifically asking for this to be completed and have Tiffany Dodd (Chair) sign it.
- Library Museum Pass Reimbursements: May need to limit this for next year and we would need to notify patrons of this change. As a sign of the times, we have had more people using this than ever before.
- Finance Committee to set meeting time after next month.
- Payroll module update in QuickBooks is approx. \$300. This is to keep current with the tax tables. Lori Wamser purchased this for this year, but it will have to be considered for inclusion in the budget for next year.

Motion to accept financials run with a September 30th cut-off made by Gregory Arce. Seconded by Tiffany Dodd. Approved.

Director's Report:

- Budget draft tabled until Finance Committee can convene.
- Patron internet computer needs to be updated. Should be part of the 2010 capital budget.
- Community Survey – Can we plan one of these for next year? It is a good tool for feedback. Maybe an electronic one and we could perhaps ask Nancy to research how to do this and tally them?
- Personnel: There is a seminar coming up in Dublin for those trustees interested in attending. Nancy's review was completed and the Trustees authorize Andrea Douglas to speak to Nancy Lang regarding review and raise issues.
- Postcards for Holiday Concert: We are going to order 100 to mail to people who are not on the library's e-mail list, as part of Library Outreach and PR.
- Art Calendars: Do we have all of the pertinent dates for 2010 from the Town? Trustees would like to recommend to Calendar Committee to include some "Town" or "Historical Dunbarton" dates.

Other Business:

- CLiF Sponsorship: Andrea Douglas has started a draft of the application due in February.

- Selectman's meetings: Monthly drop-in was attended by Gregory Arce and Lori Wamser. Gregory Arce reported that the Selectmen indicated they will put in for an increase of the insurance limit on the contents for the next year of approx. \$45,000. They will also be covering the entryway rug for us in next year's budget. Next meeting for drop-in attendance is November 12th. Thanks!
- Pat Wood wondered if our policies are in electronic format? Gregory Arce suggests going to the NHLTA website. It would be a good project to get this on CD & give to everyone.
- The November 2nd Trustee meeting will also be attended by Lillian Edelman and one other person. She is a facilitator for library directors / trustees and will be speaking on facing issues re: internal communications, role definition and what we should all be doing, miscommunication, micro-management and finding a better way to get things clarified.

Committees:

- **Fundraising:** Holiday Artists' Calendar: Pre-sales
- **Public Relations and Outreach:**
Welcome Brochure/Package for Garden Club New Resident Bags and the Welcome Package for New Babies have been put off for printing costs to possibly be included in the 2010 Budget.

Meeting Adjourned at 8:52 p.m.

Respectfully submitted by Kirsten Petretta