

MINUTES OF THE DUNBARTON LIBRARY TRUSTEES  
December 7, 2009

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

The meeting was called to order at 7:11 pm.

A motion was made by Lori Wamser to accept the November meeting minutes, as amended. Seconded. Approved.

**Treasurer's Report:**

- Cash balance still on the high side. Lori Wamser had not been able to transfer the funds as of the trustee meeting date, but it should be done by mid-December. Lori is also looking into getting our banking done online to make transfers easier.
- P & L: Net Income is looking good & better than our target (may not have to dip into our cash reserves to fund this). Not a large loss at this point through the end of November. November net loss had pushed us into YTD net loss (we were in the black up to that point).
- December wish list for purchases: Computer - \$500 +/-; Ink - \$300 +/-; Calendar order - \$200 +/-.
- May want to encumber December book purchases.
- Payroll line may need adjustment after checks were reviewed.
- Prior month's bank reconciliation needs to be reviewed / fixed and payroll needs to be reconciled for sick pay, holiday, etc.
- Lori Wamser will be searching for an accounting candidate to fill our needs. She'll keep us informed as to her project. Suggestion for Finance Committee to meet monthly with new person to avoid any surprises.

Motion to accept financials was made. Seconded. Approved.

**Director's Report:**

- Tiffany Dodd attended the CIP meeting and heard that we will be asked to strongly consider our budget to be level-funded. Pat Wood went to the Selectman's meeting and heard that it should be the same as prior year or less.
- Annual Open House: Event date to be decided later. Lori Wamser & Tiffany Dodd to ask at Budget Meeting what a good time would be.
- Calendars: Can we send press release to Goffstown News? Greg Arce to ask Goffstown store Apotheca if they would be willing to sell them there.
- Nancy Lang presented 2 comparisons of a new computer; discount is good until 12/31/09. She should be able to decide for us which deal is the best choice.

**Other Business:**

- CLiF Sponsorship: Andrea Douglas was asked to e-mail a rough draft around for review prior to the January 2010 meeting. This is due before February 1, 2010.
- Architect's picture of proposed library building renovation to go on cover of Town Report. Selectmen want it to be known that this is not to be an

addition for the library, but for the community. Andrea Douglas points out that we desperately need a room for closet and storage space.

- Focus group will be hopefully starting around March 2010. Hope is that picture on the cover of the Town Report will generate discussion and interest on behalf of some other groups.

### Committees:

- **Fundraising:** Holiday Artists' Calendar: Sales Update
- **Public Relations and Outreach:** Slide show seems to be well received. May need to continue only on the website after the holidays until a better "TV" solution can be found as it could potentially be in the way of the librarian's desk.

Clif Sponsorship application to be reviewed at January's meeting.

New resident welcome packages to start in the New Year.

Library Public Service announcements and trivia to be added to slide show promos.

E-mail structure – once e-lists are organized / established, should be easier to determine how much we should potentially need to use for postage on future promos for those not on the e-mail listings. Slide show should include a "campaign" to get people signed up for library happenings electronically.

- **Policy:**

Personnel: #7 – add line: A week is defined as one standard week for the employee concerned.

... equivalent to the regular number of hours worked per week.

This library = Dunbarton Public Library

Suggestion was made to set the annual holiday calendar in January. Pat Wood to draft something and e-mail around.

Meeting Adjourned at 9:13 p.m.

Respectfully submitted by Kirsten Petretta