

**Newmarket Public Library Trustees  
Meeting Agenda  
March 11, 2014**

- I. Approval of Minutes from January and February meetings
- II. Ongoing Business
  - a.) Friends' report
  - b.) Treasurer's report
  - c.) Director's report
    - \*Policy for Bulletin Board Notices
    - \*Second Draft – Personnel Manual
    - \*Misc.
- III. New Business/Other
  - \*Lisa – revisit the press release policy
  - \*Joan – reminder - the May state conference
  - Other?

Next regular meeting scheduled April 8, 2014

Newmarket Public Library Trustees

Meeting Minutes

March 11, 2014 meeting

Present: Sandy Allen, Rod Crepeau, Joan DeYoreo, Mary Mahoney, Lisa Zhe, Trustees;  
Library director Carrie Gadbois, Friend liaison – Lisa Arbogast

1. *Minutes accepted with amendments.*
2. *Friends Report*– Lisa Arbogast reported the Friends will be hosting a Chocolate Fest again this year. She requested a drop box for registrations be set up at the front desk. The fest will be April 12 from 1 – 3 p.m.. They've also purchased/renewed three museum passes - Children's Museum of Dover; Seacoast Science Center and Currier Museum of Art (Manchester) - for a total of \$450.00. They have a balance (before the museum passes) of \$3,130.08. Last night's book sale made \$54.00. The friends also inquired into taking over the brick memorial program.
2. *Treasurer's report* – Rod reported that he opened the safe deposit box and it has the letter saying there is no need to go to probate. Trustees also unanimously approved a \$46.20 expenditure. The People's Bank CD will be rolled over for one more year, as the interest rates aren't very high anywhere. There is \$133.32 in that trust. Trustees voted unanimously to roll it over.
3. *Budget* – Carrie pointed out in the line-item for training/staff development is higher than it seems it should be, she will investigate it. Fees should have included for all trustees to attend the trustee workshop in May of 2013, as well as a CHILIS conference for Lisa A., and a conference for Carrie in May.
  - a. *The line item for books* – Sandy asked how Carrie knows which books to delete. Mary explained there is a computer program that can see how often a book has circulated in the past decade, for example. They would not get rid of classics, even if they haven't gone out once in 10 years. Mary also explained based on the computer printout, staff can physically check books to see how badly deteriorated they are. And some books become obsolete, for example a 1975 science book. ~~Carrie also explained that it's not legal for us to sell books that have been taken out of inventory, that book sales by the Friends are donations only.~~ Carrie pointed out if these books don't circulate for free, most likely nobody would buy them anyway. She said there is a man who picks up the old books from the Dover Public Library, she'll research seeing if he can pick up our books.
4. Librarian report -
  - a. *Bricks* – trustees unanimously approved a \$210 expenditure for engraved bricks. Carrie explained she'd found orders several years back, some with checks or cash attached. She called the people to explain, and most still wanted the bricks, so she placed the order.

- b. *Laura Croft has started her new role, 28 hours per week.*
- c. Lisa A. is thinking of changing up the story hours. The preschool story time is quite successful, but not many have shown up for the older kids story hour after school. She attended a meeting at Durham Public Library and is considering doing a book club for the older students instead and adding an additional preschool story time.
- d. AARP – we’ve never had a good turnout, if we don’t get more people this year, they won’t come back next year. Carrie will have Lisa do press releases, reach out to more people. And Joan offered to ask Aimee Gigandet (rec dept.) to advertise it to the seniors.
- e. Vacation time for staff – there appears to be enough money in the budget for all staff to get 2 weeks paid vacation a year. This differs from the town policy, which dictates prorated vacation based on years of service, but it works for us. It would apply to all staff except Lisa, as she’s only 10 hours/week. Carrie also was going to research if all staff could get the 10 paid holidays a year. She explained that some are automatically paid if they’re supposed to work the day of the week that the holiday falls on, but others are not if they normally wouldn’t work that day. She agreed to look at the staff and the holidays to determine how many were getting paid, trying to make it fair for all.
- f. Children’s cards – after discussion, trustees unanimously approved “Children of parents who hold a library card may be issued their own card upon parental request.” Over age 16 they do not need parental approval.