



Milton Free Public Library

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DRAFT

Milton Free Public Library Trustees Minutes April 16, 2019

Attendees: Larry Brown, Nancy Drew, Miranda Myhre, Betsy Baker

The meeting was called to order at 2:00 PM by Larry Brown.

It was decided to move the Election of Officers to be the first item on the agenda.

Nancy Drew motioned to nominate Larry Brown as Chairperson. Miranda Myhre seconded. All in favor.

Nancy Drew motioned to nominate Miranda Myhre as Treasurer. Larry Brown seconded. All in favor.

Miranda Myhre motioned to nominate Nancy Drew as Secretary. Larry Brown seconded. All in favor.

Nancy Drew made a motion to accept the March 13, 2019 meeting minutes. Larry Brown seconded. All in favor. As there was no signing page attached, the minutes were returned to the Secretary to be signed at the May, 2019 meeting.

Nancy Drew presented the treasurer's report. The opening balance for the checking account at Citizens Bank on March 1st, 2019 was \$2607.09. There were no withdrawals. There were no deposits. Interest of \$0.02 was deposited on March 29th, 2019 for an ending balance of \$2607.11. Larry Brown moved to accept the treasurer's report and have it placed on file, seconded by Miranda Myhre. All in favor. The guilt jar money in the amount of \$15 and a check for birthday party room use donation of \$100 were twice counted and passed to the treasurer Miranda Myhre for deposit in Citizen's Bank.

Larry Brown signed a check for \$130 for Nancy and Miranda to attend the NHLTA Conference in Concord on May 29, 2019.

Betsy Baker gave the librarians report. The patron count for March was 291 patrons including 207 adults, 20 teens, and 64 children. The year-to-date patron count totals 780 of which 545 were adults, 52 teens, and 183 children. The Overdrive (NH Downloadable Books) numbers for November totaled 195 transactions and consisted of 105 audio books, 87 e-books and 3 magazines.

Betsy was pleased to report that Amy Hampton applied for, and won a KBA grant for \$420 to bring Modern Times Theater to perform this summer. A thank you note will be sent to Amy.

The 3-D printer is on loan to the library and will be available for patrons' use through April 22nd. Story times for April are Wednesday, April 10 & 17. Staff is working with the Nute Library, MES Library and the Milton Recreation to bring an ice cream social and story time to the Rec Easter Egg hunt.

Three entries for the Middle School Fan Fiction Contest were received. The voting was really close and two students shared 1st place. Awards will be presented at the Nute Middle School "Nute Week Celebration on Thursday, April 18.

Betsy presented a sample Board of Trustees Annual Calendar Template that she received at the Rochester Area Librarians quarterly meeting. The Trustees agreed that creating a template is an important tool for Trustee/Director communication. Nancy will create an annual calendar page for the May meeting, to be used for planning.

The Board discussed the need to fill the Alternate Trustee vacancy. Betsy will present names of potential candidates at the May meeting.

The employee job descriptions for Library Director, Assistant Librarian, Library Page, and Summer Reading Coordinator were discussed and approved for continued reference. The Board discussed the information provided on surrounding libraries regarding: population, hours open per week, total library budgets, and salaries of library staff. The discussion on local pay scale will continue at the next meeting. This information will be taken into consideration during the upcoming budget process.

No Public Comment

The next Library Trustee meeting will be on Wednesday, May 8th, 2019 at 2PM at the library.

The meeting was adjourned at 3:05PM by Chairman, Larry Brown.

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Larry Brown

Miranda Myhre

Nancy Drew