

## WEBSTER FREE PUBLIC LIBRARY

### Trustees Meeting

November 19, 2014

The meeting was called to order by Sue Barnes, Chairperson at 4:06. Also present were, Marty Bender, Treasurer, Cathryn Clark-Dawe, Librarian, and Nancy Picthall-French, Secretary.

The Secretary's report was accepted as read.

The Treasurer's report was accepted as read.

#### OLD BUSINESS:

The book sale went well. We will do another one on the date of the presidential election in November 2016. Marty delivered the books to the Chichester Library.

Marty did the budget, which he will deliver it to Wendy Pinkham so she can put him on the Selectboard agenda. The line item for CD/DVDs went from \$1,000 to \$1,500 as they are popular with the patrons, and we would like to increase the selection. Household increased from \$510 to \$600. Utilities went from \$984 to \$924. The employer share went from \$1,918 to \$1,938. The Librarian's salary was discussed and raised the cost of living 1.7% going from \$25,078 to \$25,504. Cathryn contacted Bibliionics to see if they would be raising their fees, and they will not. The total budget went from \$41,107 to \$42,203.

#### NEW BUSINESS

The trustees discussed giving the children's discard books to Bruce Johnson for the children at Webster Elementary School. Nancy will contact Bruce to be sure he would like the books. When books are available for donation to Goodwill or the Salvation Army, Nancy will collect the boxes, sort out the children's books, take the books to Webster Elementary School, take the rest of the books to one of the donation sites, and return the boxes to the Webster Free Public Library.

Nancy will contact the NH State Library to see if there is information on library budgets and salaries for library directors.

The trustees discussed volunteer liability after one of the volunteers required three stitches while working at the library. Sue had contacted the town hall and found out that everyone is covered under the town liability. We will discuss volunteers at the next meeting.

Tom Ladd visited us to give us his expertise on the library. More specific information is on the following pages.

The trustees will give each of the volunteers a Christmas arrangements. Sue will order the arrangements, which will cost approximately \$20.

The Webster Elementary School PTO is putting on a craft fair in December. We were asked if the library would like to have a table, but it was decided that instead we would donate a basket of books to be given away. Nancy will coordinate this activity..

The meeting ended at 6:25. The next meeting of the Trustees of the Webster Free Public Library will be on December 17, 2014 at 4 pm.

Respectfully submitted,

Nancy Picthall-French, Secretary

Tom Ladd's Visit

Questions/concerns from the trustees and librarian

- Where can we find more space ("maker space") to use for activities such as the Lego program?
- Are we using the space correctly?
- What do we do with classics? Keep or weed?
- How do we increase participation in presentations?

Mr. Ladd's Observations thoughts, ideas, and heresy

- 150 pounds per square foot of load space
- Use the tops of bookcases to display new books
- In 1990 when the library moved into the building an engineer checked to be sure the floors could handle the weight. Was he/she a structural engineer?
- Use end caps to accommodate more books
- Move the NH material
- Move the give-away material and the material on the bulletin board in the main section of the library or get rid of what we are not required to display
- Light in entry way needs to be brighter
- Policy will provide one to one help for anyone who needs help getting to areas in the library that are not ADA
- Shelves are adjustable, uniform in size, no bowing, stacks are in great shape physically
- The Whitefield Library had endcaps made at the State Prison
- Children's room – move poster that says literature

- Form a partnership between the library and the elementary school
- Research projects
- Write late bus passes
- Do we have a late bus?
- Mural over the easy reader bookcase
- Easy Readers section – space out using browser bins although they do take up space
- Story time not any more, tried doing preschool but no interest
- Office – well organized,
- Book sale area – okay
- Children sit on the pew near the office
- Audio Books – CDs , Cathryn is going to delete the books on tape
- Biographies – not being read
- DVDs –
- Movies popular but not educational material
- We have not bought TV shows but other libraries say they are popular
- ask patrons for DVDs of TV shows
- Move the fiction because people go to the right first.
- Public computers are in eye sight of the librarian
- Reference area –
- World Book set in the children's area is five years older than the one by the globe
- Young adult – How do you get it to be a hang out?
- Museum Passes – get some first person stories to increase borrowing
- Heresy –
- Remove the platform by the easy readers and use bookcases that extend east-west
- Loose open spaces in the middle
- Children's table in the back and fiction on the wall by the stained glass window
- Desk – move to corner where NH reference (Dalton Library) are and move rolling stacks where the desk is now, rolling stacks can be moved when you want program space which is another reason why for leveling the early reader area floor
- Office – think about how things might work better with new furniture that would make life easier,
- Change meeting table to one that can be folded and put away when not needed
- Hidden room to the emergency entrance.
- Lighting is great
- Move new books to the back of the store – convenience store idea of moving things people want to the back
- Weed more – classics, encyclopedias,
- Mobile shelving to maximize space we have, move circulation area
- Visit Canterbury Library for some ideas
- Get away from the idea that you have to use the furniture that you currently have
- Whatever it takes loosen up the stacks more
- Move the book box for drive-by to down by the mail box, snow plow issues, safety issues, lugging the books further

- Survey – what do patrons want,
- Find something that people are interested in such as, a microbrewer
- Do a post presentation evaluation
- Put survey in the Grapevine
- Get invited to some of the town groups to do presentations - Grange