

**Webster Free Public Library
Trustees Meeting
July 27th, 2016**

The meeting was called to order at 4:09. Present were Cathryn Clark-Dawe, Director, Nancy Picthall-French, President, Marty Bender, Treasurer, and Leslie Collins, Secretary.

The Secretary's report for May was reviewed and after a date was changed, the minutes were accepted. The report for June was reviewed and accepted.

After making a correction on the May budget, (the USPS account total was changed from \$18.80 to \$9.40 because Marty only received one package of stamps), the May budget was accepted. Marty submitted a revised budget for June in which Baker & Taylor and TDS were added. The revised budget was reviewed and accepted. The budget for July was reviewed and accepted.

Old Business

Nancy asked for an update on the status of the computers. Two new printers are needed, as well as a new receipt machine. It was decided to purchase two color laser printers. Marty will look for the best deal and purchase within a week. He will try and hook them up. If any problems arise, he will call John Collins.

Betsy Janeway has had to change the date for her nature walk on the Riverdale Trail from Aug. 17th to Wednesday, Aug. 10th. Catherine will post the change in the Grapevine. Cathryn has updated a half-sheet notice to pass out during the Summer Reading Program on Mondays @ 6:30 pm.

Wal-Mart denied our request for funding for July and Leslie will submit the request again for Aug. Leslie contacted Wal-Mart and was told the requests have been received, there are many more requests than money and the General Manager needs to be replaced before any further requests are granted.

An Open House will be held on Old Home Day on August 20th, starting at 9 a.m.

Everyone agreed that starting our monthly Trustee Meetings at 4 p.m. was the most convenient.

The archived Trustee Meeting notes are housed on the right hand bookcase in Cathryn's office area. They are accessible for viewing by the trustees at their convenience.

Nancy will email the Needs Assessment to everyone for their review. Please bring ideas for revision to our next meeting in Aug. Cathryn would like a question included to inquire why former patrons who are zealous readers no longer visit the library.

Marty spoke to Bob Pearson and obtained permission to have the book sale at both the primary (9-13-16) and general election (11-8-16). Cathryn will put a request for book donations in The Grapevine. Nancy will contact Dot Haskins about the placement of tables so they do not interfere with The Grange's sales. Leslie will donate brown paper bags with handles for the book sale.

New Business

Cathryn requested the week of Labor Day off for her vacation. The board granted.

Marty and Cathryn are considering attending a training session on September 24th in Keene by the NH Records & Archives on how to preserve old diaries. Marty will send the link to Currie Sawyer. Cathryn mentioned that Dot Bourque of the Webster Historical Society knows how to digitalize old materials.

Leslie gave Marty a bill she received in the mail for attending the NHLTA conference. Marty will look into it to confirm it is paid.

Nancy was approached by the Conservation Commission and was asked if two of their books could be housed at the library. Cathryn reported that one of the books is presently owned by the library. Nancy will contact Sally Embley to clarify if the books are to be used for circulation or exclusively for reference.

Cathryn explained her criteria for purchasing books for the library. The Collection Development Policy is located on the circulation desk in a white binder.

The meeting ended at 5:15 p.m. The next meeting of the Webster Free Public Library will be on August 24th, 2016 at 4 p.m.

Respectfully submitted,
Leslie Collins, Secretary

