

**Webster Free Public Library
Trustees Meeting
October 26th, 2016**

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

The Secretary's report for September was reviewed and accepted after July was changed to August in the third line.

Because of unforeseen complications, Marty will submit the October budget to Nancy in an email and will present it for approval at November's meeting.

Old Business

Nancy asked for an update on the status of the computers. Cathryn stated that the computer in her office has a glitch that she can work around until she goes on vacation in December. The computer is under warranty for one year. It usually takes three weeks for repairs. Cathryn was successful in restarting the receipt printer. All other printers and computers are working at the present time.

Setting up for the Book Sale during the General Election will be Saturday, November 5th at 1 p.m. Dismantling the Book Sale will be Wednesday, November 9th at 9 a.m. After the Book Sale, each Trustee will take the left over boxes of books to designated places.

Nancy requested input on the Tasha Tudor presentation. Seventeen people attended. Cathryn was disappointed in the attendance since our attendance had been increasing for past events. Cathryn wished more emphasis had been placed on Tasha Tudor's life. Marty felt the program was too long (90 minutes). It was decided that future programs should be restricted in length to the maximum of an hour. Leslie and Nancy enjoyed the presentation. Cathryn had sent posters to surrounding libraries and a couple attended from Salisbury. For the next presentation, Cathryn would like to publicize on NPR. Nancy volunteered to help with publicity.

New Business

Cathryn requested vacation time for December 26th and 28th. The library will reopen January 2nd. All of the trustees agreed. Cathryn inquired how long she should distribute the surveys and Nancy responded through the end of December.

Marty stated that the total budget is the same this year as last year. Marty emailed Bruce Johnson and Bruce responded that state employees are receiving a 2% raise. Bruce predicts a 2% raise for the Webster town employees. The trustees approved Cathryn's raise to be in line with what the Webster town employees receive. Marty will get in touch with the Select Board to present the budget. Nancy will attend the Select Board meeting with Marty. For next year's budget, Marty will update all the accounts for review to evaluate the totals for the book budget and programming (passes, Summer Reading Program, public programs). Should a new line be added for programming? Three-month updates would be beneficial but Quicken doesn't utilize the feature (Marty has called and asked). Custom reports has the feature but then printing becomes an issue. Marty will address the three-month reporting. Cathryn asked if a new line should be added for publicity and Nancy said one was not really needed.

Leslie asked if candy could be given out on Halloween since the library is open. The trustees agreed to give candy to patrons who visited the library. Leslie will donate the candy.

Nancy discovered that the reported information regarding births is quite confidential. The VNA is sending Nancy some items for our Baby Bags. Nancy will contact WES to see if they have anything to contribute. Cathryn has placed the baby board books and the NH 1000 Books Before Kindergarten information in a box labelled "Baby Bags". Nancy will pick up some bags from the Dollar Store. Cathryn will place the information in the December Grapevine regarding the Baby Bags.

Nancy spoke to Leslie Palmer about an appropriate ingress/egress route for handicapped

patrons through the town hall. Currently, metal chairs block the passageway. Leslie Palmer suggested speaking to Brenda Silver regarding putting tape on the floor. Perhaps more signage is needed? If so, Leslie Palmer's husband is available to give ideas for wording the signs.

Marty attended the Old Meeting House meeting. The OMH members expressed a desire for us to join them in their efforts. Cathryn has a meeting in December with the other town libraries, after which, she will bring back more information regarding what they are doing, which will help us refine our decision about what we want to do in conjunction with them.

The meeting ended at 5:05 p.m. The next meeting of the Webster Free Public Library will be on November 16th, 2016 at 4 p.m.

Respectfully submitted,
Leslie Collins, Secretary