

**Webster Free Public Library
Trustees Meeting
January 25th, 2017**

The meeting was called to order at 4:04 p.m. Present were Nancy Picthall-French, Chairperson, Marty Bender, Treasurer and Leslie Collins, Secretary, Dot Bourque, Historical Society.

The Secretary's report for December was reviewed and accepted.

The Treasurer's report for December was reviewed and accepted.

Old Business

Marty has sent payment for the license to show movies sponsored by the library. The trustees agreed to purchase a ceiling screen (135", \$254), a projector (1200 lumens, \$80) and black Commando Cloth (\$64) to cover the windows.

Dot Bourque of the Historical Society scheduled three dates/times and movies:

Sat., 3-25-17 2 p.m. *Sergeant York*

Sat., 5-12-17 6 p.m. *Wings* Presentation with organ music

Sat., 9-9-17 2 p.m. *The Guns of August*

The library will show movies on alternating months starting with:

Sat., 2-18-17 2 p.m. *Groundhog Day*

Once Marty receives the Commando Cloth, Nancy and Leslie will meet to take steps to prepare it for the windows. Nancy will get the dates from Dot Haskins for the upcoming church dinners. Marty will contact Peter Lawless and ask for assistance hanging up the ceiling screen. Dot recommended that we visit the M.U.S.E Program website and will send us the link.

The trustees revisited the attendance for each of the passes. It was decided that The NH Farm Museum and The Fells would be discontinued.

Nancy is attending the next Conservation Commission Meeting in February to see if there is any interest in coordinating a Fish & Game workshop.

Both Nancy and Marty felt that having the Select Board Meeting in the library was a great success. Participants expressed their pleasure in having the meeting in the library. Sixteen people attended. Both trustees would like to have this as a recurring event.

New Business

Leslie asked where the Baby Book Bags are housed. She wanted a photo of the contents so she could send a follow up thank you to Wal-Mart. It is not practical to make the bags up ahead of time due to space constraints.

Nancy tallied the responses of all of the Library Needs Assessment Surveys and handed out the results. She requested we look at the survey and be prepared to discuss them at the next meeting.

Nancy passed out a copy of the library's Policies and Procedures to each trustee. The Policies and Procedures are 10 years old and need revision. She asked us to review them and make changes as part of an updating process. A few pages will be reviewed each month until completion.

In the Policies and Procedures, it is presently stated that the Director will receive a yearly evaluation. Instead of a lengthy, fill-in-the-checklist type of an evaluation, Nancy suggested a less threatening evaluation procedure called Management by Objective. Three goals are identified by the Director. Each goal contains measureable steps (objectives). The goals (projects, priorities, direction) are chosen by the Director and can be in any area she would like see improvements in or to pursue. All agreed to the new format and that the evaluation practice would be reinstated.

Nancy posed the question whether or not to have alternate board members. The purpose and their function were discussed. This will be revisited at the next meeting.

The trustee's meeting in February was changed once again. Originally everyone agreed to change the meeting from 2-22-17 to 2-24-17 at 4:00 p.m. The new meeting date/time is now 2-23-17 at 9 a.m.

The meeting ended at 6:05 p.m. The next meeting of the Webster Free Public Library will be on Thursday, February 23rd, 2017 at 9 a.m.

Respectfully submitted,
Leslie Collins, Secretary