

**Webster Free Public Library
Trustees Meeting
February 23rd, 2017**

The meeting was called to order at 9:02 a.m. Present were Nancy Picthall-French, Chairperson, Marty Bender, Treasurer and Leslie Collins, Secretary, Dot Bourque, Historical Society.

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

The Treasurer's report for January was postponed until next month.

Old Business

Dot Bourque of the Historical Society scheduled the movie *An American Nurse at War* for October 28th at 2 p.m.

Dot addressed the quality of the picture of the first movie. The projector has 1300 lumens, which was all the library budget could afford after purchasing the license, the material for the windows and the new screen. The trustees agreed it was the best that could be done with the limited budget.

Nancy shared the collated results of the surveys from the first movie night. Ten people attended, which was considered satisfactory, since the only form of advertising used was the message board. The surveys included feedback about what worked, what needs to be improved (bring cushions, louder sound, and adjusting the keystone adjustment on the projector), recommendations for future movies, preferred time of day and day of week and other thoughts (accessibility to the library before or after the movie). Thank you everyone for your feedback!

Marty will contact the Musky's to see if they can help activate the keystone adjustment in the projector. Perhaps all four speakers should be used next time? Anyone planning to attend one of the movies should plan to bring a cushion.

Dot encouraged us to visit the Hopkinton Library to view the WWI posters on display. She gave each of us the *Over There, Over Here...* brochure (www.OverThereOverHere.com). She shared her husband's list of movie choices.

The library needs to decide on a movie for April. The message board will be posted for Sergeant York during Town meeting on March 18th. Marty will contact Dee Blake and put the details about Sergeant York in The Grapevine. Leslie will send a thank you to Peter Lawless for hanging the new projector screen. She will also reinforce the valance rods at the Town Hall with screws so they will support the slats for darkening the windows.

The trustees unanimously agreed that the Webster Free Public Library should be named, as such, in all correspondence and publications, and not the Webster Public Library. It was also agreed that endeavors/efforts by the Trustees should be identified as supported by the Library, as a whole, rather than by a separate unit, the Trustees.

The Trustees reviewed Articles 1-11 of the Policies and Procedures. The following points were discussed. Conclusions are in parenthesis following the points discussed:

Article III: The officers of the Board shall be chosen annually from the members of the Board. (We will hold our Annual Meeting on March 22nd at 4:00 p.m.)

Article IV: The trustees shall annually review the job performance of the library director. (The review process will begin in March 2017 and the written component will be due in March 2018)

Article V: The annual meeting for the choice of officers shall be on the fourth Wednesday in March at the Library building at 4:00 p.m. (We will hold our Annual Meeting on March 22nd at 4:00 p.m.)

Article VII: (1.) The board, with the cooperation of the director, shall prepare the annual budget, present the approved budget to the Board of Selectman and be available to answer queries at budget hearings and the town meeting. (While two trustees equals a quorum, Catherine's unique perspective as Director could provide valuable insight if/when needed.)

(2.) Income from the fines and/or income generating equipment shall be spent according to law. (Marty stated that the amount of money generated was not significant enough to open a private account. He has inquired at the NHLTA and has been reassured that the way we are presently handling these monies are appropriate for our library.)

The summary of the Needs Assessment data was moved to next month when Catherine will be present.

Nancy has been conversing by email with Chris Schadler, Chair of the Conservation Commission, to see if there is any interest in coordinating a Fish & Game workshop. Chris is interested and recommended speakers knowledgeable in coyotes and mountain lions. Nancy is meeting with Chris the first week in March to discuss possible times/dates.

Leslie will coordinate a date with John Collins and Russ Wright for their John Muir Trail presentation.

The Trustees unanimously decided against alternate board members.

New Business

Although Catherine was not present at the meeting, she submitted ideas for consideration:

(1.) Catherine asked that renewal of The Fells pass be reconsidered due to its use of six times, which is the highest frequency of any of the passes. The Trustees unanimously decided to discontinue the pass, not because of its frequency of use, but because of its limitations. The pass is not valid for any of the special events or speakers. It only allows access to the facility and its grounds.

(2.) The Trustees unanimously agreed to allow Catherine to keep one left over vacation day from 2016 and use it this year the day before Christmas.

(3.) The paperwork Catherine requested (Jan. and Feb. Treasurer's Report and a copy of the survey results) was placed on the main desk in a manila folder.

The meeting ended at 10:40 a.m. The next meeting of the Webster Free Public Library will be on Wednesday, March 22nd, 2017 at 4 p.m.

Respectfully submitted,
Leslie Collins, Secretary