

**Webster Free Public Library  
Trustees Meeting  
March 22<sup>nd</sup>, 2017**

The meeting was called to order at 4:10 p.m. Present were Cathryn Clark-Dawe, Director, Nancy Picthall-French, Chairperson, Marty Bender, Treasurer and Leslie Collins, Secretary, Dot Bourque, Historical Society.

The Secretary's report for February was reviewed and accepted after multiple corrections were made to the spelling of Cathryn's name (sorry Cathryn!). A sentence was removed about how the first movie was advertised because it was not accurate.

The Treasurer's report for January and February was reviewed and accepted.

**Old Business**

Dot Bourque of the Historical Society passed out the finalized brochure describing the programs for *Over There, Over Here* ([www.OverThereOverHere.com](http://www.OverThereOverHere.com)). Cathryn had requested that the book group discussion, *All Quiet on the Western Front*, be included on the brochure. Although it did not make it onto the brochure before it went to the final printing, it is listed on their website. The book group discussion will be held at the Webster Free Public Library on Thursday, April 27 at 7:15 p.m.

Dot reviewed the set up procedure for the Sergeant York movie on Saturday, March 25 at 2 p.m. Volunteers will arrive at 1:00 p.m. to help set up tables and chairs. Leslie will hang the blackout curtains and at the same time, install the sturdier cords for holding the slats. John will set up the speakers with the longer cord. Marty will help Dot set up the screen and projector. Snacks, a donation box and recycling will be available. Both Leslie and John need to leave before the end of the movie due to another commitment.

Nancy explained the Director Evaluation process to Cathryn and requested one goal be written by next month's meeting.

The Needs Assessment was readdressed. Nancy suggested that Cathryn could use the data to create a goal/or goals for her evaluation.

Chris Schadler was scheduled for October 20 at 7 p.m. for a presentation on coyotes. Chris will contact John Harragin and get potential dates from him.

John Collins and Russ Wright will be doing a presentation on The John Muir Trail on April 7 at 7 p.m.

The Trustees signed up for the NHLTA Conference on Tuesday, May 22, 8 a.m.-3:30 p.m.

The Trustees reviewed more of the Policies and Procedures, both the Collection Development Policy and the Personnel Policy. The following points were discussed:

**Collection Development Policy:**

~The Library Bill of Rights and The Freedom to Read Statement were reviewed.

~C. Criteria for Selection

2. Reviews are a major source of information about new materials. The primary sources of reviews are *Library Journal* and *School Library Journal* (changed to read: A variety of sources are utilized including reviews from the *Library Journal* and *School Library Journal*.)

~E. Gifts and Donations

"with suitable bookplates placed in the book" (words added: if requested)

**Personnel Policy:**

~QUALIFICATIONS: Employees of the Webster Free Public Library shall meet the least minimum standards set by the State of New Hampshire for Associate Librarians (whole statement deleted because it no longer exists).

~CONFIDENTIALITY: "requires that" (deleted, not needed)

~SICK LEAVE: This can be accrued for 3 years only (amended to: This can be accrued.)

~HOLIDAYS: "after 4 o'clock" (deleted)

~RSA 200-A.17 reviewed

**New Business**

Marty picked Casablanca for the movie on Saturday, April 22<sup>nd</sup> at 2 p.m. Cathryn will order the movie.

Leslie will review the Confidentiality Policy with Karen King.

The meeting ended at 5:58 p.m. The next meeting of the Webster Free Public Library will be on Wednesday, April 26<sup>th</sup>, 2017 at 4 p.m.

Respectfully submitted,  
Leslie Collins, Secretary