

**Webster Free Public Library
Trustees Meeting
April 26th, 2017**

The meeting was called to order at 4: 00 p.m. Present were Cathryn Clark-Dawe, Director, Nancy Picthall-French, Chairperson, Marty Bender, Treasurer, Leslie Collins, Secretary and Dot Bourque, Webster Historical Society.

The Secretary's report for February was reviewed and accepted. Cathryn made a clarification that she wanted the book group discussion, All Quiet on the Western Front, listed on the website. She was not concerned about it being in the brochure.

The Treasurer's report for March was reviewed and accepted. Marty stated that he would like to find out how to develop a detailed budget report stating how much money has been spent to date vs. how much money is still available for spending for each line item of the budget. On 4-21-17, Nancy submitted a questionnaire from the auditors, Plodzik & Sanderson, concerning our library's financial procedures. She emailed the trustees her responses and asked for our input. The final responses were reviewed and agreed upon as accurate. Marty has submitted payment for all the trustees for the NHLTA Conference on Tuesday, May 23, 2017.

Old Business

Dot Bourque of the Historical Society finalized her overview for the Wings performance on 5-12-17. Dot will obtain the key and will arrive at 4 p.m. to set up the meeting hall. It was suggested that each row of chairs be staggered for optimal viewing. The performance is being advertised as a free event and popcorn will be available, which Dot will provide. Jeff Rapsis also advertises on his website. Dot requested that the \$350-\$393 fee (depending on travel) be borrowed from library funds. The money will be reimbursed to the library as soon as grant monies are received. Dot will contact Marty with the exact amount as soon as travel costs are determined. Dot volunteered her personal projector for library movie nights, which will be housed at her home. If a movie is cancelled, Dot will be notified.

Cathryn presented her first goal for her Director Evaluation. She would like to explore/research other ways to display/categorize/label the nonfiction selection. She is interested in exploring a more user-friendly method, such as those used by the book industry and bookstores, the BISAC Subject Headings List, a standard used to categorize books by topical content.

Chris Schadler was scheduled for October 20 at 7 p.m. for a presentation on coyotes.

Because of recent health issues, it was decided to postpone inviting John Harrigan to present for the library. Nancy will contact him and introduce herself through email.

Cathryn inquired about upcoming Fish & Game workshops. Nancy said they were quite popular and were booked out a year in advance. Cathryn realized it would be difficult to schedule a workshop since workshops could not be booked no more than 4 months in advance. Nancy volunteered to try to schedule one and asked for preferences, bears or bobcats. All agreed either one would be an topic of interest for residents of Webster. It was recommended that, if possible, to schedule it during one of the 'cabin fever' months.

The Trustees reviewed more of the Policies and Procedures, The Interlibrary Loan Policy. The following points were discussed:

- ~Very first line: policy objective (Policy Manual 1987): deleted
- ~"policy objective" changed to "mission"
- ~Second line, first word "making": deleted
- ~Second line, last word "policy" changed to "mission"
- ~Under BORROWING, 5th indented paragraph, delete first word "Make"
- ~Under LENDING 5th indented paragraph, last two words "or email" added
- ~The two pages of WFPL Interlibrary Loan FAQs will be taken out of Policies and Procedures and will be added onto the library's website instead
- ~In the first question in the FAQs, the resources "DVDs, CDs" will be added to "book or journal"
- ~Appendix C, pages App. C-1, C-2, C-3, C-4 will be taken out of the Policies and Procedures.

It was unanimously decided that a sign above our copier informing the public of the copyright laws is not an issue at this time for our library.

The following dates were added to the calendar:

Fri.	5-26-17	7 p.m.	Casablanca
Fri.	6-16-17	7 p.m.	movie
Fri.	10-20-17	7 p.m.	Chris Schadler, coyotes
Sat.	10-21-17	2 p.m.	a movie for children
Fri.	11-17-17	7 p.m.	movie
Fri.	12-15-17	7 p.m.	movie

All movie dates/times are pending, based on availability, and need to be confirmed by Therese.

New Business

Cathryn has scheduled Diane Kordas, a puppeteer, for a culminating event for the Summer Reading Program, "Build A Better World" (\$325).

Cathryn inquired if she could reward the first person who finishes the *1000 Books Before Kindergarten* Program with a \$25 gift certificate from Gibson's Bookstore. All agreed to support this wonderful idea.

Cathryn shared a thank you note received for the second Baby Book Bag.

Cathryn requested a copy of the 2017 budget.

Cathryn will advertise the new video projector "for sale" in The Grapevine.

Cathryn reported that a patron was disappointed that the Fells pass was discontinued.

Cathryn agreed to keep track of her accumulated sick time.

Because of licensing limitations, Cathryn reminded the trustees that the movies are shown in the "meeting hall" next to the library, rather than the "town hall".

Leslie has reviewed the Confidentiality Policy with Karen King.

The meeting ended at 5:32 p.m. The next meeting of the Webster Free Public Library will be on Wednesday, May 24th, 2017 at 4 p.m.

Respectfully submitted,
Leslie Collins, Secretary