

HPL
Board of Trustees

**Meeting Agenda
January 12 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – December 8(bill paying meeting) and December 16, 2010

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Book Sale

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Election of Officers
2. Review Board By-Laws and Statement of Policy
3. Schedule a meeting to discuss Long Range Plan

FUTURE AGENDA ITEMS

1. Goals-Discuss for coming year
2. Minerva Campbell Literary Contest
3. Review ADA Compliance
4. Review Incident/Injury Procedure

FUTURE ACTIVITIES

1. Winter Party Friday, January 28, 2011 at 6:00 p.m.

NEXT MEETING – February 9, 2011

ADJOURN

Present: Jim Gaudet, Virdell Robbins, Anna Jannes, Tina Thompson and Lynn Neill.
Absent: Janet Zinck, Melanie Phillips and Pat Bernhard.

The meeting was called to order at 6:15 p.m. by President, Tina Thompson.

The minutes of December 8, 2010 were filed as submitted.
The minutes of December 16, 2010 were filed as submitted.

CORRESPONDENCE

Board members received an invitation to Terry Hill's 20th Anniversary Brunch on Friday, February 4, 2011.

The HPL February 2011 calendar of events is in everyone's board packet.

The following Town resolutions were passed:

- Virdell Robbins reappointment to the Library Board for the term of January 1, 2011 – December 31, 2015
- Janet Zinck remains liaison to the library board
- Mileage is \$0.51 per mile
- Deputy Supervisor is Councilman William Mulligan
- Secretary to the Supervisor is Tammy McGlashon

DIRECTOR'S REPORT

In reviewing the statistics the board has asked for a comparison on circulation figures, programs, program attendance, and door count for the last 10 years.

LibraryBIN is a new feature of OverDrive and is an online bookstore offering the sale of eBooks and digital audio books. The information, that we have so far, is not complete so this will be examined at a later date.

The Town is implementing new software for the Finance Department that will be used by all departments. Rosanne Rosella and Lynn Neill will be taking the training in early February.

FINANCES

The Budget Report has been tabled until February.

The Revenue Report was reviewed.

Claims:

- Motion: Virdell Robbins
- To approve Abstract #1 Claims 1 – 8 for a total amount \$8,442.44
- Seconded: Jim Gaudet
- Motion carried

The HPL Board of Trustees Unrestricted Fund Certificate of Deposit has been renewed at Five Star Bank. As authorized at the December meeting, \$2,000 was withdrawn from the HSBC Checking Account and added to the certificate for a total deposit of \$15,259.46 with a maturity date of 2/3/12.

The Friends Account has a balance of \$7,253.43 as of 12/3/10.

NEW BUSINESS

The slate of officers for 2011 was presented as follows:

Tina Thompson – President
Jim Gaudet – Vice President
Virdell Robbins – Treasurer
Melanie Phillips – Secretary

Tina Thompson directed that the secretary cast a single ballot for the Slate of Officers for 2011.

The Board By-Laws were reviewed with no changes made.

The Statement of Policy was reviewed with no changes made.

At the March meeting, if agreeable with everyone, a Long Range Plan review will take place before the regular board meeting.

A 20th Anniversary Brunch for Terry Hill is Friday, February 4, 2011.

Motion: Virdell Robbins

To authorize the Treasurer to expend up to \$75.00 from the Unrestricted Trustee Gift Fund for materials to be bookplated for the collection in honor of Terry's Anniversary.

Seconded: Anna Jannes

Motion carried

The meeting was adjourned at 6:50 p.m. by President, Tina Thompson.

Respectfully submitted,

Anna Jannes
Secretary Pro Tem