

HPL
Board of Trustees

**Meeting Agenda
March 14, 2012
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – February 8, 2012

CORRESPONDENCE

DIRECTOR'S REPORT

1. Nancy Maxwell, Audio Visual/Periodical Librarian

FINANCES

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

COMMITTEE REPORTS

1. Community Survey
2. Minerva Campbell

UNFINISHED BUSINESS

1. Review ADA Compliance

NEW BUSINESS

1. Review Personnel Policy

FUTURE AGENDA ITEMS

1. Annual Report to Community – presentation to Board
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Long Range Plan
5. CD Maturity 4/30/12

FUTURE ACTIVITIES

NEXT MEETING – April 11, 2012

ADJOURN

Present: Nancy Maxwell, Melanie Phillips, Tina Thompson, Janet Zinck, David McNitt, Virdell Robbins, Alicia Reinhardt, and Lynn Neill. Absent: Anna Jannes.

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

The February 8, 2012 minutes were approved as submitted.

Nancy Maxwell, Audio-Visual/Periodical Librarian, was present at the meeting. She shared the following:

- She has been at the library for 33 years.
- She purchases music compact discs and adult audio compact discs.
- She purchases the adult and young adult DVDs, and has been also adding some Blu-Ray movies.
- In electronic format, she has been purchasing audio books and e-books from Overdrive.
- Two clerks work under her in audio visual/periodicals. Archana Prasad works part time and handles the DVDs and VHS. Cathy Lathrop works full time and handles the books on CD, music compact discs, and, magazines.
- There are 270 magazine titles that the library subscribes to. They have started this year barcoding magazines instead of using generic barcodes. This allows patrons to see exactly which issue of a magazine they have checked out.
- Nancy also supervises seven pages who are responsible for shelving all returned materials.

CORRESPONDENCE

Attached correspondence was reviewed.

DIRECTOR'S REPORT

Attached Director's Report was reviewed.

FINANCES

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills:

Motion: Virdell Robbins

To approve Abstract #3 Claims 35 – 55 for a total amount of \$16,605.43.

Seconded: David McNitt

Motion approved

The HSBC Checking Account statement for 1/11/12 – 2/8/12 shows a total balance available of \$12,047.42, less restricted funds of \$5,331.48, for net funds available of \$6,715.94.

The Friends account has a balance of \$8,034.10 as of 2/3/12.

COMMITTEE REPORTS

The Minerva Campbell Literary Contest ended on Monday, March 12, 2012. Tina will collect the entries from the schools.

The survey committee (Melanie Phillips, Alicia Reinhardt, Kristen Shepherd, Nan Porter, and Joyce Zeiner) have been meeting and came up with a draft survey. Melanie shared a hard copy with the board and will also email it to the board and committee to test out the questions. Before it goes live, the survey will also be piloted with a small group of people to iron out as many problems as possible.

UNFINISHED BUSINESS

The ADA Compliance Policy will be tabled until April. We will ask David Pogue about grievance representation and we will also check to see if there is training for the grievance officer.

NEW BUSINESS

Janet will check with Supervisor Yudelson if there is a newer Code of Ethics than the one we have in our Personnel Policy. She will also check to see if there still is a credit union available to employees of the town. We will table the Personnel Policy until April.

The meeting was adjourned at 8 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips, Secretary