

Jaffrey Library Trustees - Minutes of Meeting- April 16, 2014

Present were Mary Heafy, Emily Donnelly, Steven Van Houten, Tammy Cummings, and Nancy Clapp.

Minutes

The meeting minutes for March 2014 were accepted. The binder holding the trustee meeting minutes that was kept in the library has gone missing. The group decided that since the minutes were posted online that a binder was no longer necessary to keep. Emily is going to hang a hard copy of the minutes up on a bulletin board monthly for people that do not have access to a computer.

Treasurer's Report

- The register report (3/19/14 – 4/16/14) was discussed and accepted. There was a question brought up about possibly switching banks. The group may need to look into this because TD Bank has made several errors in the past. Another one occurred this month pertaining to \$800.00. The issue has been fixed. A new funding procedure was discussed. Emily is going to type up a request for funds form that she will present to the trustees. All the funds requested will go through her and then on to the trustees if necessary. Steven will not write any checks for reimbursement without the proper form that has been signed by Emily. There was also a brief discussion about the trustees' responsibility regarding financial matters. Trustees were reminded that they do not have the authority to suggest or promised any amount of money spent. Money can only be paid out with a majority vote.

Director's Report- *Please see attached sheet for details provided by director.*

- Emily reviewed the director's report.
- The main topic focused on was the summer reading program. Emily wants to increase participation this summer. There will be a reading program for kids, teens, and adults. The board agreed with the sending out of a postcard to residents as a promotion of summer reading and of the library in general
- Fundraising for the summer reading program was also talked about. Staff has been brainstorming about how to improve this aspect of the program. The teens have traditionally been given gift certificates to Kimball's as a prize, and the Friends funded this effort. While this was generous, teens were unable to get to Kimball's on their own, and the gift certificate was creating a situation where families felt it actually caused additional financial pressure. Kimball's giveaways also no longer hold much allure for the kids. Due to this, Emily and the staff want to change up some or the prizes to entice more people to participate. This is where community partnerships come in. Emily asked the trustees for any community connections that they may know about. The trustees liked this idea but asked that Emily not send out financial requests at this point. Mary suggested that a budget be put together. Without numbers it was difficult for the Trustees to give specific advice. Emily will get a quote from Savron.

* **UPDATE:** *Savron Graphics is able to print 2600 postcards for \$364. This price was so much lower than Emily had expected and it was decided that before donations were solicited from external sources, Emily would approach the Friends. They traditionally have paid for summer reading programming and incentives. Emily is currently waiting to hear back from the group. If the Friends are not willing to fund this promotional effort, Emily would like the Trustees to point her toward possible community donors.*

Other Business

- There was a design committee update. Minor changes will be made to the entranceway of the library (new tablecloth, moving paintings around, etc) to enhance the look of this space.
- Tom Strickland from Sequoya Technology came to speak to the group to discuss a proposal to improve the library computer system. Tom is the IT support for the town. Currently there are not enough computers in the library (people seem to always be waiting to use one) and the computers and programs are outdated. Tom put together a plan to build a network for the entire building (wireless). He suggested a plan that would provide 20 devices (something like a Chromebook) that patrons could use by logging on with their library card. This would also help with filters. This plan would support 100 users throughout the building all with wireless technology. Tom thought the price tag would be around \$33,000.00. However, his company was willing to contribute \$6,000.00 and he would also make a few calls to see if key individuals in the town and Sysco might be able to help cover some of the fees. Emily did speak to Dave about the town helping with the cost. Currently the town pays \$450 a month to service the 9 computers that the library has. The trustees were extremely interested in Tom's ideas and asked him to write up an official proposal. Tom stated that he would try to have that prepared by the May trustee meeting.

Meeting was adjourned.

The next meetings will be as follows: **May 21, 2014 @ 4:00 with Charter Trust**
June 18, 2014 @ 4:00

-Tammy Cummings, Secretary