

NELSON LIBRARY TRUSTEE MEETING

12/11/2012

Call to Order 7:07pm

Roll Call: Linda Cates, Kris Finnegan, Laurie Smith, Susan Kingsbury, Carol Raynor, Tom Tolman

Past Minutes approved – unanimous vote

Correspondence: Thank you notes need to be sent to Beth Williams for file cabinet & display case; Rick Lothrop for donation of 500 books; Rob Germeroth for shelves; Betsy Street for a Kindle

Treasurer Report

- The Treasurer requests approval to make the following transfers.
 - \$219.52 from Gates Grant 2009 to pay for computer ink cartridges
 - \$895.00 from Edward & Virginia Taylor Gift to pay for Library World labels & scanner
 - \$337.43 from donations received at the Summer Forums into the ‘Basement Fund’
 - Transfer money from various Memorial Funds to pay for Books
 - Transfer funds from Edward & Virginia Taylor Gift to pay for the Librarian Aide payroll time used for the continued automation of Library World.

The motion to accept this request was unanimous vote of approval

- The Treasurer is instructed to request the Town Trust funds transfer the \$995.53 in the Town held ‘Library Memorial Fund’ to the Library and deposit this money into the ‘Basement Fund’
- The Treasurer is instructed to pay the Town for any difference between the \$20,600.00 (2012 warrant article) and the amount the Town has paid in Library employee payroll.

Old Business

- Budget - the final proposed budget for 2013 to be included in the 2013 Town Warrant was accepted with a unanimous vote of approval.
- Kris presented the draft report to be included in the 2013 Town Warrant - Great Job Kris!!
- Keys for the Library - Linda will address this issue again with the Selectman as the Librarian needs 1 more key to the building and Jennifer’s key and the van key are not functioning properly.
- Policy for short-term loan of the projector – motion was accepted
- Evaluation of Trustee meetings Not Addressed
- Alarm & Panic button issue will be brought Fire to Chief Rick Lothrop’s attention for a resolution – Carol will talk to him on behalf of the Trustees
- November 17 meeting of the Building Committee was attended by Linda. Three projects were presented. The Building Committee will recommend the first two to the Town at the March Town Meeting
 1. Town Hall
 2. Library Basement
 3. 2nd floor of Old Brick Schoolhouse

Susan agreed to be on the Fund Raising Committee with full support of the Trustees for the Basement improvements

- Game Nights in January – Trustees in charge:
 - 1/8 Linda
 - 1/15 Laurie
 - Tom

- Susan

New Business

- Jayne Alexander requested a Mahjong Game event in April. She offered to teach those who want to learn.
Unanimous approval
- Bluebird program request. Kris will talk to Beth Williams and the Audubon Society for further information and bring this to the Board next month
- Kris & Linda will talk to the Library Volunteers and invite them to a Picture taking party on Saturday 1/5/2013 as a Thank you and to get a picture of this group for the 2013 Town Report. Refreshments will be provided by Susan, Laurie and Linda.

Next Meeting January 10, 2013 Thursday

January Meeting date changed to January 10, 2013 Thursday to accommodate January Game Nights

Adjourned 9:01pm

Respectfully submitted
Carol Raynor

OLIVIA RODHAM MEMORIAL LIBRARY
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(603) 847 3214

Rules for Use of Digital Projector

A Toshiba TDP-SP1 Data Projector (2009 model, cost \$457.49) is available for loan to patrons in good standing with active cards at the Olivia Rodham Memorial Library under the following terms and conditions:

The projector is available for short-term loan for the use of patrons making public presentations, and to locally based groups open to the public, and for free meetings in public buildings in the Town of Nelson, or in neighboring towns. This would include town buildings as well as other buildings considered public such as the churches with meeting rooms, school district buildings, and private spaces rented for public, non-profit use. Use for sales or profit of any individual or group, other than by 501 (c) 3 organizations, is not considered acceptable, except that local authors may use the projector during Library sponsored book signing presentations.

Sign-out is for twenty-four hours, or until the next library day. The patron or a member of the group who will take responsibility for sign-out, use and return of the projector must file a sign-out agreement at the time of checkout.

This patron or member is responsible for use and return. A fine of \$25.00 per day will be charged if the return is late. Any damages due to misuse will be billed to the borrower.

Upon return, a library staff member will check the inventory list and sign off on the return provided all parts are returned in the same condition as they were when loaned. Borrowers are under obligation to report any problems, defects or damage. Failure to do so will result in being billed for damages.

Use of the projector should be limited to procedures and methods described in the manual included with the projector. The library assumes no responsibility for any problems to any appliance or electronic device caused by connection to the projector.

The library reserves the right to bill the patron or organization that used the projector in any case where the borrower fails to pay for damages or late fees.

Under no circumstances is the projector available for home and/or personal use.

Agreed: _____
(signature of patron) (phone number)

(name of organization, if applicable)

Date Signed-Out: _____ Date Returned: _____