

## NELSON LIBRARY TRUSTEE MEETING

6/11/2013

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

Past Minutes approved – unanimous vote

Correspondence: Thank you notes needed for:

- Sara Shepherd for Story Time
- All Thank you's from last month were done

Treasurer Report

- Taylor gift was deposited into Money Market account.
- 3 Memorial funds were closed and small amounts transferred into checking account
- As of May 31st, 2013 the Checking Acct has \$3,685.45 Petty Cash \$50.00 Money Market Acct \$124,914.16
- KBA Grant came in (\$220.00) for the Summer Program Critters & Creatures
- Treasurer will transfer \$1,533.35 from the Taylor Fund to pay for 2 new computers (\$1,244.92.00), label maker & supplies (77.48), notice for hearing (10.95)

Old Business

- Panic Alarm system; Kris will send a letter on Library stationery to Keene Mutual Aid asking to be put on their list of contacts for this panic alarm
- Summer Forums- Everyone should be at the LIBRARY at 6pm to help set up and food contributions are appreciated. Kris will contact Friends of the Library for food contributions.
  - July 11<sup>th</sup> Larry Benaquist; John Cucchi music – **Susan will do Introductions**
  - July 17<sup>th</sup> Karen Tolman; Tom Tolman & Jeff Williams music - **Carol will do Introductions**
  - July 25<sup>th</sup> Kirk Dale; Sarah Kim (AppleHill) music - **Tom will do Introductions**
  - Susan will ask Larry if he has a suggestion for someone to video the Forums
  - Linda will ask Candace to request video help on the InStep email
  - Linda will ask Folklore Society if we can use their sound system & if Tom T. can set it up
  - Signs need to be up by the end of June – Laurie & Linda & Susan will help Tom with re-painting.
  - Signs need to be changed Friday mornings for the next week's Forum
- No Trustee meeting in July due to forums
- Linda & Tom will discuss with Selectman the need for painting the Library building, has not been done in 16 years
- NHLT Annual conference
  - Laurie will work on setting up a format to account for income generating equipment revenue to be designated on spending for these supplies
  - Nelson Library Trust Funds interest should be coming to the Library Trustee account and not put into the general funds as it is now.

New Business

- New library aides are Heidi Tompkins and Sara Sandberg
  - Background checks have been done on both
- Library has 2 new computers, 2 thumb drives, 3 outlets, 1 extension cord
  - Kris will get rid of old computers as she sees fit
- Two new programs
  - June 20<sup>th</sup> 7pm; Sunsets, Stars and Blueberry Pie, a new book by Bruce White(\$4.00 library donation for each book sold)

- Fall date; Adam Boyce as Ralph Page, presented by the NH Humanities with Monadnock Folklore
- Saturday coffee hours have been successful, about 15 people each weekend
- Trustees are bonded by the Town

Meeting adjourned at 8:39pm

**Next Meeting August 6th Tuesday (\*\* this is the first Tuesday of August)**

Respectfully submitted  
Carol Raynor

## **Key Access**

Library staff, Library Trustees, maintenance personal and emergency personal will have keys to the Library, and one key for the town office. Key access to the Library is for library business, emergencies and maintenance only. Access for other purposes must be cleared with the Librarian or Trustees.

A key is available to be borrowed by people using the library after hours for meetings, in compliance with the meeting room policy. A key may be picked up from the Library staff not more than one library business day prior to the event.

Persons using the library after hours must lock the door behind them after entering. When leaving, shut off lights, turn down the heat to 60 degrees and lock the door (check to see that doors are properly latched). Materials do not circulate after hours. The key must be returned in the drop box immediately after the event.

## **Meetings and Programs**

The Library is open to Nelson groups engaged in civic, educational, cultural, intellectual or charitable activities. Meetings may be held during Library hours after checking on space availability with the Librarian. Meetings should be free and open to the public.

Groups chartered by the town may use the library after hours by obtaining permission from either the Librarian or from a Library Trustee. Groups not chartered by the town may use the library after hours by obtaining permission from either the Librarian or from a Library Trustee, and should have in attendance either the Librarian, a Library Trustee, an officer of the Friends of the Library, or another town official or employee. Meetings should be free and open to the public.

The organization or group holding the meeting must assume responsibility for any damage to the meeting space or its contents and must leave the space in the same condition as it was before the meeting.

Groups anticipating attendance over 17 people should meet elsewhere. No food or drink shall be allowed except as permitted by the Librarian or a member of the Board.

