

Minutes - Nelson Library Board of Trustees Meeting, Wednesday, August 6, 2014

Call to Order: The meeting was called to order at 7:07 PM in the Library's new meeting room as the Agriculture Committee was meeting in the Library. In attendance were Linda Cates, Laurie Smith, Sue Kingsbury, Tom Tolman and Kris Finnegan. Carol Raynor was unable to attend.

Approval of Minutes: Minutes of the previous (June) meeting were approved with two additions/changes. Delete "August" as a month that the Selectmen might be invited to attend a meeting. Add "Kris will get meeting room policies from other libraries".
Correspondence: Sue reported that there has been no correspondence since the last meeting. Thank you letters now need to be done for the 4 Summer Forum presenters, the 4 musical introductions and the Church. Linda told Sue that only Sarah and Samuel Fouchet performed at the last Forum, not Rachel as the program indicated. Sue will call Amelia at Apple Hill to get the names of the musicians that performed at the third Forum. The thank you to the Church will be directed to Kelly French, Julie Pakradooni and Betsy Street as those are the three Church leaders who opened and closed the building for us.

Treasurer's Report: Laurie reported that donations at the Summer Forum totaled \$376. We had budgeted \$250. We agreed to send the Church a check for \$125 for the use of their space. Laurie will get the check to Sue who will include it with the thank you letter. Laurie handed out the financial reports for the end of June and the end of July. Nothing unusual to report. We are in line with our budget. Laurie will transfer \$150 from the Suttentfield Fund to help pay for the Old Home Week Children's Program.

Air Conditioners: We will sell the two now unneeded Library window air conditioners at the Book Sale. We will accept the best offer received by noon that day. Linda will let Sara Sandberg as head of the Friends of the Library know about this and Linda will make a sign. The air conditioners are old, but they are in excellent condition as they have been used very little.

Summer Forum Review: We reviewed the 2014 Summer Forum. One positive was that Harrisville residents attended the Forum in greater numbers this year due to the presentation by Phil Gargan of the Harrisville store, music by the Fouchets of Harrisville, and Ethan Tolman's presentation which included Harrisville. We were disappointed that Karen Hersey's was unable to show slides at her presentation due to a glitch between her computer and our projector.

Laurie commented on how much work the presenters do in preparation for a Forum and suggested that next year we give them a certificate for a free book at the Book Sale. Everyone liked this idea and we will try it next year. Linda will discuss with Sara of the Friends of the Library.

Kris will ask Paul Klemperer if he will do the musical Forum next summer.

New Meeting Room:

Policies - We reviewed our current meeting room policies and agreed that with some small changes they can apply to the lower level meeting room as well. We will delete reference to refreshments, add that underage groups require a responsible adult, and remove the requirement for a "chaperone" for qualified groups using the lower level meeting room. A "chaperone" will still be required to use the Library because of the confidential and valuable materials in that area. Linda will tweak our current policies and circulate those to everyone for review.

Furniture & Décor – We agreed to pay half, \$250.00, for the table and chairs being recommended by the Friends of the Library. Donations from the Summer Forum will be used for that. The Friends will pay the other \$250.00. Linda will let Sara know our decision and will find out where and when the table and chairs need to be picked up. Sue and Laurie will "decorate" the lower level using art work posters that Kris has available in the Library. A waste basket is need for the restroom.

Heating/Cooling – There is no separate climate control for the archives. For this reason the temperature in the lower level is set at 64, which is uncomfortably cold for a meeting. Linda will call Russ Thomas of the Building Committee to make him aware that the Library Trustees find 64 degrees to be too cold for a meeting room.

Insurance – There was some question about Library insurance for use of the building, both upstairs and down. Linda will ask Carol to see if she can get information on the insurance coverage from the Town.

Open House – On Sunday afternoon, Sept. 28, the Building Committee and the Friends of Nelson Town Buildings will host an Open House to thank the donors and citizens of Nelson for supporting the building projects. Both the Town Hall and the lower level of the Library will be open. Linda will contact Sandy Mackenzie to see if there is anything the Library can do to help. Trustees will be present in the lower level during the Open House. Sue or Laurie will provide flowers. We could have food downstairs, but will check with Sandy about that.

Website/Webmaster: The Town has launched their own website, townofnelson.org. Gordon will redesign our townofnelson.com website to delete now redundant official Town information. Gordon also advised us that he will end his role as

webmaster at the end of this year. Laurie made the excellent suggestion that we could use the money currently being paid to the webmaster to pay a computer savvy Library Aide to manage the website. This seems like a good solution. We will discuss the website further at the next Trustee meeting.

Old Home Week/Day: Kris advised us that the Mad Science program is scheduled for 6:30 Wednesday evening. (Laurie will need to provide Kris a check to pay for this presentation.) Also, on Old Home Day, the kid's project inside the Library will be to decorate two Trail Committee mailboxes to be used at Nelson trailheads.

CHILIS Conference: Kris asked to attend this conference in Greenfield, NH on October 9, from 9AM to 3:30. The cost is \$55.00. All were in favor. The conference is about children's programs and is continuing education for Librarians.

Library Policy Manual: Kris advised us that she has gone thru the entire Policy Manual and marked all necessary changes. At a future Trustees Meeting we will review the marked up changes for approval by the Board.

Next Meeting: The next Library Trustees Meeting is Wednesday, September 10, 7 PM.

Respectfully submitted,
Linda Cates