



**Nelson Library Board of Trustees Meeting Minutes
June 9, 2010 Wednesday 7:00 pm**

Agenda

1. Call to order
2. In Attendance - Linda Cates, John Zurich, Kris Finnegan, Max Nunnemaker, Sue Meehan
3. Approval of minutes for the previous meeting – moved and seconded, all in favor.
4. Correspondence –
 - Received \$2,000 from the Robinson Estate. To be used for youth of Nelson.
 - Gift from Friends of Library.
 - Gift from George Alderson.
 - Sue will write thank you notes to the above.
5. Treasurer's Report
 - Received \$234 grant from State of NH for the Children's Books in the Arts Program
6. Kris needs assistance implementing our card system on the web-based catalog system (\$395 per year from Library World)
 - Need to bar code all books

- This eliminates the work with the card system and much of the work related to overdue books.
 - Kris will contact Library World and find out what is required to implement this system.
 - Kris will find another library that has implemented this system for reference
 - Kris will provide us with a proposal at the next meeting
7. Kris needs assistance cataloging new materials
- Max will stop by and help with this

Old Business

1. SUMMER FORUM SCHEDULE

- Need a key to get into the town hall
- Need to get permission to use the piano from Monadnock Folklore
- Linda will check with John Cucci – will he record? Does he provide a sound system?
- John will ask for a key to the town hall for the month of July
- Setup crew here at 6 PM
- Doors open at 6:30
- Music from 6:50 – 7:10
- We need to fix the sandwich board sign – Max will do this
- Need someone to change the sandwich board each week – Linda with Max backup
- John & Max will drive around Nelson to identify locations for signage
 - o Include one in Munsonville
 - o May need 6 signs
- Musician reminders
 - o Linda call Alouette
 - o John call Sarah
 - o Linda call Ric
- Speaker reminders
 - o Recruiters will remind speakers
 - Linda – Jeff
 - Bruce – Harvey & Franky
 - Bruce – Michael
 - John - Norman
- Posters
 - o John will make and print on heavy stock – 20
 - o Locations
 - Harrisville General Store
 - Mail boxes in Nelson (2)
 - Town Hall – inside
 - Outside Town Offices
 - Harrisville Library

- Harrisville Post Office
- Stoddard
- Dublin General Store
- Munsonville Church
- Stoddard Store

JULY 8: JEFF LITTLETON

TOPIC: WILDLIFE HABITATS OF NELSON

MUSIC: ALOUETTE ISELIN

INTRO: BRUCE

FOOD: TRUSTEES & FOTL

SET-UP\CLEAN-UP: JOHN, SUE

TECH SUPPORT: CUCCI

JULY 15: FRANKIE BRACKLEY TOLMAN & HARVEY TOLMAN

TOPIC: THE STORY OF CAPE BRETON MUSIC

MUSIC: SARAH KIM

INTRO: BRUCE

FOOD: TRUSTEES & FOTL

SET-UP\CLEAN-UP: JOHN, SUE

TECH SUPPORT: CUCCI

JULY 22: MIKE FRENCH

TOPIC: THE BLACKBIRD SPYPLANE: AN EYEWITNESS ACCOUNT

MUSIC: RICH POPOVIC

INTRO: LINDA

FOOD: TRUSTEES & FOTL

SET-UP\CLEAN-UP:

TECH SUPPORT: CUCCI & POWER POINT

(no JZ)

JULY 29: NORMAN BARRES

TOPIC: AN ORDINARY MAN WITH AN EXTRAORDINARY DESIRE TO HELP PEOPLE HELP THEMSELVES

MUSIC: GORDON & FRIENDS

INTRO: JOHN

FOOD: TRUSTEES & FOTL

SET-UP\CLEAN-UP: JOHN, SUE

TECH SUPPORT: CUCCI

2. SAFETY POLICY

I. INTRODUCTION

The goal of the safety program of the Nelson Public Library is to convey to all employees the importance of their participation in a safe work place. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees should be encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health.

II. STATEMENT OF COMMITMENT:

The library views safety as a basic element of the job of every employee. Only when all employees work together can a safety program be valuable and successful. The Board of Trustees believes that:

- Working safely is a condition of employment.
- All operating exposures can be safeguarded.

- Training employees to work safely is essential.
- Injury prevention saves money.

III. RESPONSIBILITIES:

The Board of Trustees is ultimately responsible for the overall success of the Safety Policy; however everyone has an important role.

It is the Library Director's responsibility to:

- Correct any unsafe conditions brought to the Library Director's attention by the staff.
- Ensure that employees are performing in a safe and healthy manner.
- Take immediate action to correct any unsafe condition or action.
- Report and document all accidents and incidents.

All staff members are responsible for:

- Immediately documenting and reporting all accidents and incidents to the Library Director.
- Report any unsafe conditions immediately to the Library Director.

IV. SAFETY RULES AND REGULATIONS:

The library's safety rules and regulations include, but are not limited to, the following:

- All facilities shall be maintained in a safe condition.
- All equipment shall be operated and maintained in accordance with manufacturer's recommendations.
- Emergency information shall be posted at the circulation desk and shall include telephone numbers of police, fire, medical rescue, public works, and hospital
- There is a silent alarm under the desk. Use it only in an emergency. It will call 911. If you accidentally set off the silent alarm call the non-emergency mutual aide phone at 352-1291. The key to reset the alarm is in the key box in the left hand draw of the circulation desk.

Employees will keep the workplace free of hazards:

- Trash shall be disposed of at frequent intervals.
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- All floors shall be kept clean, dry, safely maintained and free from trip hazards.
- Small electrical appliances should be unplugged when not in use including: coffee pots, toasters, laminators, etc.

V. ACCIDENT/INCIDENT REVIEW:

The goal of all accident and incident reviews shall be to prevent a recurrence, not to find fault. The Trustees of the Library shall communicate identified hazards and recommend control measures to the person(s) most able to implement control of the identified hazard.

VI. EMERGENCY EVACUATION AND RESPONSE PLANS:

Preparedness in the event of emergencies such as fire, medical, hazardous material spills, or natural disasters is vital. In the event of an emergency, desk staff shall notify the proper authorities. All contact numbers are located at the circulation desk.

- In the event of a medical emergency the senior employee on duty will call the ambulance, stay with the injured party and direct other employees to meet the ambulance and maintain an area of safety around the victim.
- In the event of a confrontation with a violent or threatening person, it is important to follow a three pronged approach to prevent escalation: remain calm, isolate the person, and call 911.
- At no time shall an employee place himself in harm's way.

VII. SAFETY AND HEALTH COMMUNICATIONS:

The key to the success of any safety and health program is an open line of communication between staff and the Board of Trustees. This Policy is intended to encourage staff to suggest safety and health changes or notify the Library Director of any unsafe conditions or equipment, and to actively participate in any improvements.

Approval by the Board of Trustees – moved, seconded and all in favor.

3. NHLTA Librarian of the year

Library Trustees have nominated Kris for NHLTA Librarian of the year. Linda wrote up the nomination and all trustees signed.

New business – none

Meeting adjourned 8:45 PM

Next meeting August 18, 2010