



**Nelson Library Board of Trustees Meeting Minutes
May 12, 2010 Wednesday 7:00 pm**

1. Call to order
2. Roll Call and Introductions – Bruce , Linda, Kris, Max & John
3. Approval of minutes for the previous meeting – Moved and Accepted
4. Correspondence - none
5. Treasurer's Report - none

Old Business

1. Summer Forum –
 - a. Bruce created a timeline for the forum
 - b. We have speakers for each slot
 - c. We need music for
 - i. July 8, 22 & 29
 - d. Need to sign up for each event
 - i. Food
 - ii. Introductions
 - iii. Set up
 - e. Need bio's for each speaker by end of May
 - f. Need title for each speaker's topic
 - g. Publicity

- i. Bruce will send to Keene Sentinel and Monadnock Shopper News
 - ii. Need to get in Harrisville Common Threads & Nelson Grapevine
 - iii. Need signs made for posting on roads
 - 1. Decided to make signs out of plywood that can be used year after year
 - 2. 5 or more are needed 8 or 9? One for each road entering Nelson, put up by July 1st
 - a. Child's Bog – road from Chesham
 - b. Bottom of Tolman Pond Rd.
 - c. Coming off Route 9 into Munsonville
 - iv. Need to create poster we mail to town mailing list
 - 1. Posters need to be printed on poster paper
 - 2. Mailing 2 weeks in advance – week of June 21
 - 3. Need to print enough for the mailing ~ 265
 - a. Want to make extra copies for handing out at each event – approx. 100 extra
 - 4. Need to include return address printed on back side of mailing – to identify it is from library
 - 5. Need to purchase stamps
 - 6. Need to pick a day to stuff envelopes
- 2. Gates Grant Computer Purchase
 - a. Purchased an iMac and PC laptop
- 3. Librarian of the Year
 - a. Linda has interviewed Kris and will be writing this up
 - b. Need signatures of all Trustees
 - c. Must be sent in by July 1st
 - d. Max agreed to help write it
- 4. Light in back of library
 - a. Max spoke with Mike Blaudschun
- 5. Basement Spring Cleanup
 - a. Planning to clean out basement – want to put up bookshelves
 - b. Will contact any organizations that have materials stored there

- c. Will offer stuff on freecycle
- d. Will take stuff to dump

New business

1. Labor law
 - a. Employer needs to create a safety plan
 - i. Library is the employer, not the town (we may want to check this to be sure)
 - b. Employees need to keep track of hours worked each day
 - i. Kris is submitting her hours to the town
 - c. Employees must be paid weekly unless an exception is granted by the state
 - i. Kris was paid monthly (at her request) but is now paid weekly
 - d. We need job descriptions for all positions
 - i. Librarian
 - ii. Library Aid
 - e. Volunteers
 - i. Volunteers cannot have access to confidential information.
 - ii. Individuals cannot work for wages and also volunteer
 1. Moved, seconded and approved paying out of contingency fund 66 additional hours for balance of year to comply with law.
 2. Bruce will talk with Susan about the additional hours we will pay her for.
 3. We will take the question to the town next year – asking for budget for payment for labor for all open hours.
 - iii. Volunteers must sign a waiver form
2. Town Web Site
 - a. Several Trustees met with Gordon Peery to review web site

Next meeting June 9