

HILL PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING—**Amended 4/11/2017***
MARCH 7, 2017

The meeting was called to order by Kathy Kelley, Chairperson, at 2:36 PM. In attendance were Kathy Kelley, Chair; Sandy Boyce, Treasurer; Barbara Libby, Secretary, and Lynn Christopher, Library Director.

Secretary's Report Copies of the February 7 meeting minutes were distributed and examined. Sandy Boyce moved to dispense with the reading for sake of time; Kathy Kelley seconded; the motion passed.

Treasurer's Report The reports of activity and financial balances were distributed and examined. Kathy Kelley moved to dispense with reading and to accept the printed report; Barbara Libby seconded the motion; the motion passed unanimously.

Librarian's Report

Lynn Christopher presented the report:

	January	February
Open Days	17*	12*
Patron Count	272	247
Computer Users	32 (24 Adults)	21 (18 Adults)
Interlibrary Loans		
Borrowed	13	7
Loaned	6	11
Downloadable Books	48	47
Website Visits	158	142
Amended to include:		
*Circulation	246	205

NOTE: * Number of Open Days impacted by Snow Closings, Holidays, and School Vacations

Old Business

The board revisited the question of training for volunteers to man the Library during Lynn's vacations, sick time, and personal days. The members will incorporate training at the beginning of next month's meeting. Abbreviated 4-hour time slots for those days will be filled by Trustee volunteers and announced on the website (10-2, and 2-4 depending on the volunteer's personal schedule).

The board has not heard from the Select Board in regard to the letter sent about the cleaning person. A copy of that letter was given to Sandy to take to the Select Board meeting scheduled for this evening.

The Fishing Derby has been changed to April. So the Book Sale discussed in February, scheduled for the first weekend in May, will require something to boost foot-traffic. Board

members proposed inviting the Girl Scouts to do a Car Wash and the Friends to facilitate a Bake Sale.

In processing through archives to dispose of out-dated financial records, as voted by the Board at the February meeting, Sandy has searched archives for old meeting minutes and documents. Even though those items have been designated "permanently archived" by the DOJ, none prior to 1996 could be found. Therefore, information regarding any special use of the Trust Funds could not be attained since it was endowed in 1985. Our only guideline, that we have been able to insure, is that \$1,000 remain in each of the 2 funds, now combined as 1 CD. Said CD fund, which has come due for renewal, was discussed. Sandy reported her findings on what vehicle options were available. Barbara moved that the monies be placed in a 13-month CD at FSB to take advantage of a higher interest rate; Sandy seconded; and the motion passed.

New Business

The Selection of an Alternate Trustee was discussed. Such a decision is made only by the Select Board. Barbara Libby moved [**"that Joan Machado be asked to," stricken**] submit this request to the Select Board for approval; Sandy Boyce seconded; the motion passed.

***Amended to Read:"The Hill Board of Trustees would like to submit a request for the appointment of Joan Machado as an Alternate Trustee on the Board of Trustees."**

Sandy reported on the Budget Meeting that she attended. The best that she could report was that Level Funding has been recommended. The Board reviewed the 2016 spending and what was absolute base line. Removing the purchase of books, removing all programs and the Summer Reading Program, eliminating any supplies and postage, subscriptions to museums and centers, and having nothing in reserve for any unforeseen equipment repair, the level funding will still leave the Library with a \$484.00 shortfall. The Board plans to attend town meeting as a unit. Barbara asked for a Special meeting to review points of presentation for the Town Meeting, scheduled for Thursday, March 16. Sandy seconded that motion; and the meeting was scheduled for Monday night, March 13th @ 6:30 PM, at Sandy's home (the library being unavailable due to voting preparations).

The Next Regular Meeting will be held April 14, 2017, at 2:00 PM (to accommodate training time for Trustees) in the Library. ***Amended to remove the typographical error of April 14 and replace with April 11, 2017.**

Barbara moved that the meeting be adjourned; Kathy seconded.
Kathy Kelley adjourned the meeting at 3:38 PM.

Respectfully submitted
Barbara P. Libby, Secretary
Hill Public Library
Board of Trustees