

HILL PUBLIC LIBRARY

BOARD OF TRUSTEES  
MINUTES OF THE MEETING  
MAY 2, 2017

The meeting was called to order by Kathy Kelley, Chairperson, at 2:30 PM at the Library. In attendance were Kathy Kelley, Chair, Sandy Boyce, Treasurer, Barbara Libby, Secretary; and Lynn Christopher, Library Director.

**Secretary's Report** Copies of the April 11 Meeting Minutes were distributed and reviewed. Kathy Kelley moved to accept the minutes as presented; Sandy Boyce seconded the motion; and the minutes were accepted.

**Treasurer's Report** Copies of the April reports of activity and financial balances were distributed and reviewed. It was noted that the approved purchases of books have been made and that the applicable invoices have just arrived. Barbara Libby moved to accept the reports as presented; Kathy Kelley seconded; the motion passed.

**Librarian's Report**

**April 2017**

Open Days	18		
Patron Visits	415		
Circulation	258		
Computer Users	24.	16 Adults	
Inter-Library Loans	5 Borrowed	9 Loaned	
Downloadable Books	54		
Website Visits	145		

Barbara Libby moved to accept the librarian's report; Sandy Boyce seconded the motion; the motion passed.

**OLD BUSINESS**

The Board reviewed plans and distribution of duties for the Book and Bake Sale.

Thursday: Set-up preparation

Friday: Bags, Cash, Cash Box

Saturday: Bake Sale and Friends Participation

Joan Machado has been sworn in as Alternate Trustee.

Budget Considerations: Lynn Received an overpayment in her payroll check, which she brought to the attention of the Treasurer. Sandy will see the Selectmen at the Board meeting scheduled for this evening to have this repaired.

The Friend's Road Sign has been changed to publicize the Book and Bake Sale.

## **NEW BUSINESS**

The Board discussed the damage to the copier that we had been notified about last week via email. This damage occurred during an unscheduled committee meeting of which the library had no knowledge. A proper method for reserving and utilizing the library during closed hours was discussed. The calendar that is posted to schedule events is not being used. Attendees to meetings are leaving dirty coffee cups and debris in the library. Children's books are taken from the shelves and left on the floor. In addition, on at least two occasions, two different committees have arrived to use the library at the same time. A letter to the Select Board was deemed unnecessary; Sandy will see the Board tonight in regard to the Payroll Overpayment and will get their input at that time.

Barbara Libby will draft guidelines to be posted and/or distributed to the various committees who use the meeting area. Said guidelines will be finalized, posted and distributed.

The Procedure for calling out sick for Lynn was discussed to be implemented now that the Trustees have been trained to fill in for her on a volunteer basis. It is as follows:

The Librarian will call the Chairperson of the Board first to report her reason for being out: should she be unable to reach the Chair, she will call the Secretary; then if she has been unable to speak directly with either of those people, she will then call the Treasurer. It will then be the responsibility of the first Board member that she reaches to arrange for a fill-in volunteer for at least a portion of that day. That Board member should also arrange for signage on the Library doors to announce either closure or the hours of availability.

The next meeting of the Board of Trustees was scheduled for June 13, 2017 at 2:30 PM.

Barbara Libby moved to adjourn the meeting; Kathy Kelley seconded; and there being no other business, the meeting was adjourned at 3:05 PM.

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