

HILL PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
OCTOBER 3, 2017

The meeting was called to order at 2:40 PM by Kathy Kelley, Chairperson. In attendance were Kathy Kelley, Chairperson; Sandy Boyce, Treasurer; Barbara Libby, Secretary; Lynn Christopher, Library Director.

Secretary's Report

The minutes of the September 5, 2017, meeting were distributed and reviewed. Sandy Boyce moved to accept the report as written; Kathy Kelley seconded the motion. It passed unanimously.

Treasurer's Report

The September financial report was distributed and reviewed. Barbara Libby moved to accept the report as written; Kathy Kelley seconded the motion. It passed unanimously.

Librarian's Report

The September Report was presented as follows:

Open Days	19	Increase due to resumption of school		
Patron Count	402			
Computer Use	27	Users	22	Adult Users
Circulation	297			
Downloadable Books	40			
Inter-Library Loans	17	Borrowed	13	Loaned
Website Visits	145			

Barbara Libby moved to accept the report as presented, Sandy Boyce seconded. It passed unanimously.

Old Business

The new open flag and pole were ordered and arrived. It does not fit the existing holder. Fizza Libby will come down to install the new holder at his earliest convenience.

An Animal program, Wildlife Encounters, is scheduled for October 27 at 3 PM in the Library.

The Edible Plants Program was not available for Tuesday's Dewey's Coffee Café. Lynn is working with the JDB School for an October presentation. Additionally, a Thanksgiving floral arrangement workshop is planned for November 21. Preparations for the Art Project Wall will begin with the presentation of color swatches at the next meeting. At that time a work day will be scheduled to patch the holes, prime the wall, and paint it. Works in Progress: Library of Congress procedures, Flyer to the VNA and Talking Books. The Town Newsletter is not in the works at this time.

New Business

The Board reviewed expenditures for the first three quarters of 2017 as well as the needs for the final quarter. Sandy Boyce presented a proposed Budget for 2018. After discussion, Kathy Kelley moved to accept the proposed Budget as presented; Barbara Libby seconded the motion. So moved.

Library Use Forms discussion revealed a need for files to secure the completed forms when they are submitted. It was determined that the most advantageous location would be in the Library for Lynn's immediate access. Barbara will set up files for this use. At this time only one of the Boards that meet in the Library have completed the forms.

Point of information: New time sheets are in use for all town employees including the Librarian. This sheet must be approved and signed by a supervisor each Tuesday. Sandy, as current Treasurer, will be responsible for this duty.

The next meeting was scheduled for 2:30 PM, November 7, 2017, there being no state or national election.

Barbara Libby moved to adjourn the meeting; Sandy seconded. Kathy Kelley adjourned the meeting at 3:18 PM

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