

**Hill Public Library**  
**Board of Trustees**  
**Minutes of Meeting**  
November 7, 2017

Call to order by: Kathy Kelley at 2:30 PM  
Attendance: Kathy Kelley, Chairperson; Sandy Boyce, Treasurer; Joan Machado, acting as Secretary; Lynn Christopher, Librarian; and Mary Denningham

**Secretary's Report**

Minutes of October 3, 2017 Meeting were read by Sandy Boyce  
No Additions or Corrections; Kathy Kelley moved to accept; Sandy Boyce Seconded; the motion Passed.

**Treasurer's Report**

October Financials were distributed and read by Sandy Boyce  
Kathy moved to accept the Report as read; Joan seconded; October reports accepted.

**Librarian's Report**

October Report

Open Days	20	Irregularities: Holiday		
Patron Count	475			
Computer Use	29	Users	22	Adult Users
Circulation	244			
Downloadable Books	48			
Inter-Library Loans	21	Borrowed	5	Loaned
Website Visits	163			

The Report was Accepted: Sandy made the Motion: Joan Machado Seconded.

**Old Business**

**Report on Flag Pole**

Fizza had been unaware that the fixture needed to be replaced. He attended to the matter. It is all set now.

**Report on Animal program** For October: 30 people attended

**Report on Library Use Forms**

Lynn now has the final PDF files to print as needed. File has been set up in storage room cabinet. The Historical Society has filled out their copy.

**Book Orders** are On budget with roughly 1 month of funds remaining. Color swatches for Art Project Wall: Kathy has paint that she will donate. Sandy will get the paint one shade darker to match. Scheduling for clean up and painting **Congressional franc forms** need to be filled out. Sandy will get with Barb to accomplish this. Annie Custer will pick out books for us. The Board has decided on requesting Juvenile/children books and secondary/young adult genre. **Budget meeting schedule** of dates for 2018 fiscal year will be set on November 9 at their organizational meeting.

### **New Business**

Financial overview bears no changes

Annual review: The line item for programs will be Maxed out with the Library's participation in the December event organized by the Friends. The event is proposed to be an Ornament making, popcorn and a movie (Polar Express) for the children

Filing date for re-election: Barbara Libby is aware that she needs to file this year

Lunch Menu for Josh Judge Book Signing: The Board approved the purchase of sandwich trays for the event and divided the other assignments

A Meeting Schedule for the Board is as follows: December 5, 2017, January 9, 2018, And February 6, 2018 at 2:30 PM

Motion to Adjourn: Sandy Boyce made the motion; Joan Machado seconded. Kathy Kelley adjourned the meeting at 3:26 PM

Transcribed and Presented Respectfully,  
Barbara P. Libby, Secretary  
November 16, 2017