

HILL PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
May 7, 2018

The meeting of the Hill Library Board of Trustees was called to order by Kathy Kelly at 2:29 PM.

In attendance were: Kathy Kelly, Chairperson; Sandy Boyce, Treasurer; Lynn Christopher, Library Director; Lucy Natkiel, Secretary.

The **Secretary's Report** of the last meeting was read. It was moved by Sandy Boyce and seconded by Kathy Kelly that the minutes be accepted with changes. The motion passed.

The **Treasurer's Report** was distributed by Sandy Boyce. It was moved by Kathy Kelly and seconded by Lucy Natkiel that the report be accepted. The motion was passed.

The **Library Director's Report** was as follows:

Open Days - 17	2 of which were School Days
Patron Count - 458	School Days Count - 129
Computer Use -	Users - 37
	Adults 24
Circulation - 207	
Downloadable Books - 48	
Inter-Library Loans	9 Borrowed 8 Loaned
Website Visits - 232	

It was moved to accept the report by Sandy Boyce, and seconded by Lucy Natkiel. The motion passed.

Old Business:

Library of Congress shipment up- date: There has been no word or action from our congressional representatives' offices concerning the shipment of children's books we requested. It was decided that it would be better to request that the Library of Congress choose at random books to ship to us. Sandy Boyce agreed to handle this.

Report from NHLTA Workshop: Lucy Natkiel distributed handouts from the NHLTA from the Spring Workshop for Library Board of Trustee members outlining responsibilities and duties of Trustees.

One of the topics covered was the Trustees' responsibility to conduct an annual performance review for the Library Director. Sandy produced a generic form that the other town offices plan to use as a guide. After reviewing the Library Director's Job Description, we will modify this form as needed. The date for the review will be determined in the future.

Summer Library Hours: It was agreed that starting July 1, the Library hours will change to the following:

Closed Sunday & Monday
Tuesday - 9:00 – 5:00
Wednesday & Thursday – 10:00 – 6:00
Friday & Saturday - 10:00 – 2:00

We will maintain this schedule for a trial period of 6 months, with periodic review, the first being at the October meeting of the Board of Trustees.

New Business:

Kathy Kelly proposed that we have an electrical outlet added to the back wall of the conference area of the Library. Anson Libby, a licensed electrician and resident of Hill, has volunteered to do the work. Lucy Natkiel will write a letter to the Town Selectmen proposing that they initiate this job.

Kathy moved that the coffee maker be left out on a permanent basis, along with a jar for donations to cover the cost of the coffee supplies, as a courtesy to patrons. Lucy Natkiel seconded the motion. It passed.

Sandy proposed that the Bulletin Board that is currently beside the front door be moved to a more accessible location and be used to post community-based up-coming library and town programs and events and community resources. Posts will be accepted at the discretion of the Library Director. Lucy will make sure a notice is inserted in the town newsletter announcing that people can check at the Library to find out What's Happening in Hill. We will promote the concept "Make Your Library the Center of Our Community".

Sandy moved that future meetings of the Library Board of Trustees be held on the *second* Tuesday of each month. The motion was seconded by Kathy. The motion carried. Consequently, **the next meeting will be on June 12 at 2:30.**

At next meeting we will need to address the job description of the Library Director, vacation time, personal time, and what we can do about a fill-in person on those occasions when the Director is away. Between now and the meeting, Sandy has agreed to examine the legal issues around getting a sub of some sort, and Lynn will search for the existing job description.

The meeting was adjourned at 3:47PM.