

**HILL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Date: September 12, 2018

Meeting was called to order at 2:40 by Sandy Boyce

In attendance were Sandy Boyce, Treasurer, Lucy Natkiel, Secretary, and Lynn Christopher, Librarian.

Secretary's Report It was moved by Sandy and seconded by Lucy that the report be accepted as written. Motion passed.

Treasurer's Report Distributed and reviewed. It was noted that we are right on track with this year's budget. Lucy moved that the report be accepted, Sandy seconded, and the motion carried.

Librarian's Report Since there was no meeting last month, Lynn submitted two reports – one for August and one for July.

Month of July

Open Days - 19	0 of which were School Days
Patron Count- 246	School Days Count - 0
Computer Use - 25 Users	20 Adults
Circulation - 146	
Downloadable Books - 40	
Inter-Library Loans	10 Borrowed 3 Loaned

Website Visits 226

Month of August

Open Days - 23	0 of which were School Days
Patron Count- 271	School Days Count - 0
Computer Use	21 Users 19 Adults
Circulation	157
Downloadable Books - 34	
Inter-Library Loans	8 Borrowed 9 Loaned
Website Visits - 243	

It was noted that 164 people were involved in the summer reading programs, and that more of the participants were adults this year.

It was also noted that since the Library has been open on Saturdays, 2 patrons a week have taken advantage of the changed hours.

Sandy moved that both reports be accepted. It was seconded by Lucy and motion carried.

OLD BUSINESS

We decided to postpone discussing up-dating the Job Description and Performance Review for the position of Library Director until we have had a chance to clean up the draft document from the preliminary work the Board did on this. When that is done, we will bring the draft to an official meeting for final discussion and approval.

(This year's evaluation will be unaffected by any changes that may or may not be made for future policies.)

Though we did receive one shipment of books, apparently the Library of Congress misunderstood our request for on-going shipments to augment our collection. Lynn will follow up with them to make sure we receive a shipment monthly.

We continued discussion of possible ways to improve the appearance of the Library with the goal of making the space more appealing to patrons, adult in particular. Sandy brought in 2 bright paintings she had bought on sale. Lynn suggested using areas of the library as a gallery space for local artist/crafters/photographers. Lucy suggested setting up a card table for a jigsaw puzzle.

We then started thinking about how we can move the fixtures around to change the physical space. Possible purchase of up-graded furniture will have to wait until interest from the CD comes due next March.

We will continue discussion of magazine subscriptions for the coming year at a later date.

We began discussing how to best handle chronically overdue books. Clearly, this is a real problem. The Board's homework this month will be to think about how to do this.

Sandy presented a worksheet proposal for next year's budget. It was agreed that we will keep the numbers as they have been for this year.

Discussion of development of both short and long term goals for the Library will be addressed at a future meeting.

The next meeting of the Board will be: **October 10th at 2:30.**

There being no more business, Sandy moved to adjourn. Lucy seconded the motion, it carried, and the meeting was adjourned at 4:40

**WORKSHEET
PROPOSAL 2019**

HILL PUBLIC LIBRARY

	2018 ACTUALS (Jan – Sept)	2018 BUDGET\$	2019 BUDGET \$?
Librarian Salary		25,515.00	25,515.00
Postage/Supplies		250.00	250.00
Telephone		500.00	500.00
New Books/Materials		1,900.00	1,900.00
Dues/Fees		800.00	800.00
Computer - Maintenance/Website		250.00	250.00
Equipment – Maint/Furnishings		150.00	150.00
Reading Programs		1,600.00	1,600.00
Misc. Expenses		100.00	100.00
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