

**UNOFFICIAL
AS OF 06/19/03**

**LIBRARY TRUSTEES MINUTES
June 18, 2003**

PRESENT: Terry Pare (Chair), Barbara Totherow, Susan Osburn, Barbara Griffin, Ken Rose, Dianne Hathaway (Director), and Amy Lapointe (Assistant Director).

Chairman Pare called the meeting to order at 7:08 p.m.

ACCEPTANCE OF MAY 21, 2003 MINUTES

K. Rose moved, seconded by B. Griffin to approve the minutes as originally amended. Voted unanimously in the affirmative.

TREASURER'S REPORT

Dianne reported on the trustee account information. The line marked dividends is in a second savings account at Citizen's Bank. These dividends are from the old stocks that were sold. The Fidelity Dividends are in the checking account. Ken suggested that guidelines be developed for some of these accounts. Ken has not yet heard from one of the Trustees of the Trust Funds. A list of donations was also provided to the Board. The Director also reviewed the Expense to Budget Analysis. The computer expenditures are shown in the May report.

DIRECTOR'S REPORT

Building Issues

Dianne spoke with two landscapers. She has still not received any quotes. The painting estimates will be obtained for the 2004 budget.

Main Street Program

\$1,500 was raised from the golf tournament. They are raffling off a PT Cruiser. Bridge Certificates are also on sale for \$9.00 each.

GMILCS

GMILCS met today. Amy and Dianne met the new technology and training librarian. There will be a change to the formula as to how dues are formulated for the members. There may be an increase in the dues for next year.

NHLTA Conference, Trustees' Workshop

Dianne felt the workshop was very beneficial.

Staffing and Training

The summer reading program begins next Tuesday evening at the kick-off barbecue at 5:30 p.m. The Tab News was distributed to the Board. The staff will be reading Harry Potter out loud on Mondays during June, July and the first week of August. A family 50's sock hop will be held at Stark Hall on July 18 at 7:00 p.m. A climbing wall will also be at the library for one day in July.

Friends of the Library

The Friends will meet next on August 26. They raised \$1,500 at the book sale despite the rain!

May Statistics

The statistics for May were provided to the Board.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

Personnel Committee

No report this month.

Long Range Planning Committee

The Board will visit the Vision Statement and Mission Statement and Strategic Goals at the next Board meeting.

NEW BUSINESS

2004 Budget

Dianne distributed the first draft of the 2004 budget. The regular wage line is correct. The 3% COLA has been included. A 12 week 20 hour part-time seasonal aid has been included for the summer months. The telephone contract ends the last day of June. Sue Desruisseaux will be making a recommendation on this issue. Painting the outside trim of the building will be included in the building maintenance line.

Policy Updates

USA PATRIOT Act Policy/Procedures

This is a new policy. This is a policy that library's should have. T. Pare prepared this policy for the Board review. The Board will investigate working with Attorney Melissa Martin on this matter.

Access to Electronic Information & Services Policy

This is an amendment of an existing policy. The Director suggested that Internet access be permitted to any age group, and that a statement of use of the library's equipment and services for illegal activity is prohibited.

PUBLIC COMMENTS

There were no comments received from the public.

ADJOURNMENT – Next Board Meeting July 16 2003.

S. Osburn moved, seconded by K. Rose to adjourn the meeting at 8:00 p.m. So voted.

Respectfully submitted,

Jo Ann Duffy