

**UNOFFICIAL
AS OF 07/17/03**

**LIBRARY TRUSTEES MINUTES
July 16, 2003**

PRESENT: Ken Rose (Vice-Chair), Maureen McLean, George Fullerton, Steve Brzozowski, Susan Osburn, Barbara Griffin (arrived at 8:07 p.m.), Dianne Hathaway (Director), and Amy Lapointe (Assistant Director).

Vice-Chairman Rose called the meeting to order at 7:00 p.m.

ACCEPTANCE OF JUNE 18, 2003 MINUTES

S. Osburn moved, seconded by K. Rose to approve the minutes as presented. Vote: 2-in favor, 0-opposed, 3-abstained. Motion carried.

PUBLIC HEARING

Kids Books and the Arts Grant – \$150 for a musical performer.

Lamontaigne Donations - \$2,470 for books.

Annual Summer Reading Program – \$854.84 for youth programming and supplies.

G. Fullerton moved, seconded by M. McLean to declare the public meeting open at 7:01 p.m. Voted unanimously in the affirmative.

There were no members of the public present. The public hearing was declared closed.

G. Fullerton moved to accept and expend the grants. Seconded by M. McLean. Voted unanimously in the affirmative.

TREASURER'S REPORT

The Trustees reviewed the June report. The budget is now halfway through the calendar year.

DIRECTOR'S REPORT

Family 50's Sock Hop

Friday evening July 18 at Stark Hall at 7:00 p.m.

Renewal for Friends of the Library Membership

Forms were provided to the Trustees.

Building Issues

Dianne has not yet hired a landscaper. A painter is also needed to paint the trim. Estimates will, hopefully, be obtained shortly.

Main Street Program

PT Cruiser raffle is still ongoing, as well as the sale of bridge certificates.

GMILCS

GMILCS will be meeting tomorrow. The formula for dues will be changing for 2005.

Staffing and Training

The summer reading program is running smoothly, and attendance has been great. Interviews will be held next week for the part-time open position. Over 40 applications were received. Over 80 hours of staff time has been spent on the interviewing process. This reiterates the importance of retaining employees.

Friends of the Library

The next Friends meeting is August 26 at 7:00 p.m.

June Statistics

The statistics for June were provided to the Board. The attendance counter at the front door is not working. The Chilton's Car Care Manuel is now available on line through the library's database.

Rights and Responsibilities of the Cardholder

This policy was distributed to the Board.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

2004 Budget Proposal

The revised budget proposal was distributed to the Trustees. A 20-hour part/time employee has been included for summer coverage. Monies have also been included for Employee Development for the Assistant Director. This item also appears in the travel line. Operating supplies has increased to maintain the selection. There is an increase in books and publications based on an increase in circulation and inflation for the regular maintenance of the circulation. There is an increase in the database line for the current databases plus the estimated increase for 2004. The Program line has risen according to usage.

This budget will be further reviewed by the Board and voted on next month.

Personnel Committee

No report this month.

Long Range Planning Committee

No report this month.

Policy Updates

Access to Electronic Information & Services Policy- A draft revision was supplied by the Director. **G. Fullerton moved, seconded by S. Osburn to adopt the policy as revised.** Discussion ensued regarding why the Director would like to remove the language concerning minors using the Internet. The card catalogue is web based, as well as other items that children would need to use. Ken Rose stated that the library needs to do something to protect the kids. The staff has tried to provide safe sites on their web page, as well as provide links to helpful information. Ken felt that the library should use some type of discrimination in what they allow. George did not believe this would be an issue.

B. Griffin arrived at this time.

Vote: 4-in favor, 0-opposed, 1-abstained. Motion carried.

USA PATRIOT Act Policy- B. Griffin moved, seconded by G. Fullerton to adopt this policy, subject to clarification of what DCA stands for. **Voted unanimously in the affirmative.**

NEW BUSINESS

Dianne asked for permission to purchase a stainless steel replacement book drop for the Pinarville Fire Station. The cost for this item, including shipping is \$1,972. This money would be expended from the checking account. **G. Fullerton moved to approve this expenditure. Seconded by B. Griffin. Voted unanimously in the affirmative.**

PUBLIC COMMENTS

There were no comments received from the public.

ADJOURNMENT – Next Board Meeting August 20, 2003.

G. Fullerton moved, seconded by B. Griffin to adjourn the meeting at 8:35 p.m. So voted.

Respectfully submitted,

Jo Ann Duffy