

**UNOFFICIAL  
AS OF 10/10/02**

**LIBRARY TRUSTEES MINUTES  
October 10, 2002**

**PRESENT:** Ken Rose (Vice-Chair), George Fullerton, Barbara Totherow, Susan Osburn, Maureen McLean, Barbara Griffin, Dianne Hathaway (Director), Amy Lapointe (Assistant Director).

K. Rose called the meeting to order at 7:11 p.m.

**ACCEPTANCE OF SEPTEMBER, 2002 MINUTES**

**G. Fullerton moved, seconded by B. Totherow to approve the minutes as amended.**

**“Dianne” Hathaway’s name was misspelled.**

**Voted unanimously in the affirmative.**

**TREASURER’S REPORT**

The operating budget for September was received. The maintenance building line may be over expended by the end of the year.

**DIRECTOR’S REPORT**

**Building Issues**

Roof – The roof is awaiting the final repair. The back door roof is scheduled to be repaired this fall. There have been problems with the elevator this week. There is a maintenance contract for the elevator.

**Programming**

The October program calendar was provided to the Board. A barn dance has been scheduled for Friday, October 18 at Stark Hall. The Friends of the Library’s Ski and Skate Sale is scheduled for November 2 at Parks and Rec.

**Main Street Program**

The art auction was cancelled due to lack of ticket sales. The calendars are ready for sale. The cost is \$15.00 each.

**GMILCS**

The migration is on schedule to Epixtech Horizon. This will occur on December 12.

**Holiday Breakfast Recommendation**

Dianne recommended that a catered breakfast be held for the staff and volunteers again, similar to last year. The staff has recommended that the library open one hour later on a Friday in December in order to accommodate this breakfast. The breakfast would be held from 8 a.m. to 10 a.m. The library would open at 10 a.m.

**G. Fullerton moved, seconded by B. Totherow to approve this holiday breakfast and the delayed opening. Voted unanimously in the affirmative.**

**Staffing and Training**

Two new pages were recently hired. They are doing an awesome job. Staff training will begin on the new GMILCS system over the next few months.

**September Statistics**

The September statistics were included in the Board's packet. Again, September was a very busy month. There were no sign-ups for the Bartlett School this fall. Volunteer hours have increased. First Grade tours have been held at the library recently.

**Bookends Column**

Included in the Board's packet.

**OLD BUSINESS**

**Personnel Committee**

There is no report at this time.

**Finance Committee, 2003 Budget**

G. Fullerton explained that a presentation was made to the Board of Selectmen. The monies for the Periodicals and the copier monies were questioned. The Board members reviewed the budget lines. Barbara explained that the Town would have to adopt enabling legislation in order to retain the funds collected from the copier. The budget will be adjusted to add \$1,200 to the revenues. The heating oil line will be raised to \$1,800, which is the same as 2002.

**G. Fullerton moved to reduce the books and publications line by \$4,006 to \$29,375, and to increase the heating oil line by \$900 to \$1,800, seconded by B. Griffin. Voted unanimously in the affirmative.**

**G. Fullerton moved, seconded by B. Totherow to add a revenue line estimate for \$1,200 for copier and printer monies. Voted unanimously in the affirmative.**

**Long Range Planning Committee**

There is no report at this time.

**NEW BUSINESS**

There was no new business at this time.

**PUBLIC COMMENTS**

There were no members of the public present at this meeting.

**ADJOURNMENT – Next Board Meeting November 20, 2002.**

**B. Totherow moved, seconded by M. McLean to adjourn the meeting at 8:20 p.m.  
So voted.**

Respectfully submitted,

Jo Ann Duffy