

Huntington Public Library
Board of Trustees
Minutes of 9/4/07

Present: Pam Steeg, Heidi Racht, Lorrie Richland
Others: Wendy DeForest

Minutes of August were corrected and approved.

Discussion of director's notes:

- Hours for Wendy will change in September and be published in October
- Wendy reported on the need for more shelving and display shelves for children and young adult books. It was noted that more adult book shelves were also needed
- Discussion on increasing the number of teen volunteers as part of their required community service. Heidi suggested putting a notice on the bulletin board at Mount Mansfield H.S.

Budget:

The board looked over the proposed budget for 08—09 that Anne had written up. The following proposals were made as amendments or additions to the budget:

- Heidi proposed an increase in substitute pay to \$8.00 an hour
- It was suggested that a new line be added to the budget for maintenance and repairs or operating expenses for the UMH. This would be separate from the library expenses.
- It was suggested that sick days be added in for Wendy, as the Selectboard may decide to do that for part time employees.
- Joan Carson will meet with the Selectboard to present and discuss the proposed budget.
- The Board of Trustees will continue the budget discussion in October

Fundraising letter:

- Joan and Pam will draft a letter
- Discussion will continue in October
- It was suggested that the appeal be in a simpler format than last year
- Pam volunteered to take photographs of the new shelves.

There was a short discussion of the plans for the BBQ

Submitted by Lorrie Richland

Approved October 22, 2007

RECEIVED *[Signature]*
DATE November 1, 2007

DIRECTOR'S NOTES FOR AUGUST 2007
SEPTEMBER 4, 2007

1. REGULAR LIBRARY NUMBERS:

AD VISITS: 261 CHILD VISITS: 195
AD BOOKS: 175 CHILD BOOKS: 817
VIDEO: 44 AUDIO BOOKS: AD: 28 CHILD: 4 ILL: 20 IN 0 OUT
LIBRARY PROGRAMS: TWO STORY CIRCLES: AD:15 CHILD: 19

2. COMMUNITY CENTER NUMBERS: PROGRAMS: 1 MEETING OF HHCT

3. LIBRARY HOURS PROPOSED CHANGES:

We are changing the library open hours. They will become effective in mid-October and announced in the October Times Ink Wendy and Jean's hours are confirmed .at this time. Anne's are not. We are considering personal schedules, patron preference, staff overlap, staff efficiency and energy issues. There are 2 proposals:

- a. Sun: 2-6, Mon: closed. Tue: 10-7. Wed: 10-6. Thurs: 10-6.
Fri: 9-4 Sat: 10-
- b. Sun: 2-6 Mon: closed Tues: 10-7 Wed: closed Thurs: 9-7
Fri: 9-4 Sat: 10=2

We are still dependant upon volunteers for Sat. They are difficult to come by and Jean has been doing many Saturdays for us. We can count on her probably for another year, but can't be 100% certain.....

4. INTERIOR AND EXTERIOR DESIGN:

- Decisions to be made: a. Color of front vestibule was pale blue according to the design plan – may need to be repainted.
b. Color of interior doors.
C. Color of exterior building and 2 colors of trim.
d. Color of exterior doors.

Patricia Dee (still volunteering!) will be here on 9/4 to look everything over. Any Committee members and interested "patrons" are invited to meet on 9/13 at 11AM to make the final decisions.

5. SHELVES

We have \$5068 in the shelf fund and \$1863 in the restricted children's area fund from the sale of the "Little Books". I would like to work on the next shelving plan and get an estimate. This would include remainder of children's area shelving and window seat and additional adult area rolling shelves. YA area desk/counter and shelves may be considered as well.