

Huntington Public Library  
Board of Trustees  
Minutes of September 27, 2011

**Present:** Liz Greenberg, Harvey Schugar, Paula Kelley, Lorrie Richland  
**Others:** Anne Dannenberg

The minutes of May and July were accepted as amended.

**Review of Barbecue:**

- A list was made of those who contributed significant time and goods for the barbecue. A notice will be included in the next Times Ink.
- There should be an inventory done of what goods we still have left that can be used for next year, such as olive oil, mayonnaise, etc.
- A suggestion was made that a list of kitchen tasks be drawn up and posted on work day so that volunteers can know exactly what jobs to do.
- Not all funds have been paid in.

**Discussion of budget**

- It was noted that Expenses for FY 2011 were over budget by approximately \$2700. To cover these expenses, \$1000. was taken from the books account and the balance was paid through the Friends account.
- It was decided that all fund raising for next year will be used for library programs.
- The Board decided that any expenses for the repair of the building should be paid for through the UMH budget.
- There was a discussion about how to inform the people of the Town what the costs of upkeep for the UMH have been so that they know before Town Meeting why our line item for that will be higher.
- The Board outlined what our budget request would be for next FY.

**Director's Notes:**

- Anne noted that the library needs a volunteer to care for the garden.
- The library is switching to the Koha system of managing the book collection. This switch has been very time intensive. There is a question as to when we will be billed for the program. The bill may come before we have actually switched over and this would mean paying for two systems at the same time. Anne will contact Wendy concerning the timeline for switching over.
- The Board approved the Director's notes.

Next meeting will be Tuesday October 11, 2011, at 7:00 pm at the library.

DIRECTOR'S NOTES  
SEPTEMBER 2011  
JULY AND AUGUST STATISTICS

JULY

ADULT VISITS: 433	CHILD VISITS: 274
ADULT BOOKS: 253	CHILD BOOKS: 1037
ADULT AUDIO: 34	CHILD AUDIO: 1
DVDS: 22	
ILL: OUT - 23 IN - 10	
MUSEUM: 14	
PROGRAMS/EVENTS: 12 ADULTS: 88 CHILDREN: 229	

COMMUNITY CENTER: EVENTS: 5 ADULTS: 31 CHILDREN: 0  
HOURS: 12

AUGUST

ADULT VISITS: 485	CHILD VISITS: 346
ADULT BOOKS: 460	CHILD BOOKS: 725
ADULT AUDIO: 59	CHILD AUDIO: 1
DVDS: 28	
ILL: OUT - 27 IN - 6	
MUSEUM: 11	
PROGRAMS/EVENTS: 3 ADULTS: 22 CHILDREN: 62	

COMMUNITY CENTER: EVENTS: 8 ADULTS: 50 CHILDREN: 1  
HOURS: 16

1. Dan Burmingham (Small Ax Landscaping) will complete the front of the UMH soon. His estimate is for \$125. I will have Dan S. pay for this from the UMH budget.
2. Randy instructed me on setting the parking lot lighting timer and installed a warning light switch for the attic lights. If a red light is visible on the switch next to the south side door in the balcony, it means the attic light is on. Should this be paid for from the UMH or Library budget?
3. Harvey replaced the dysfunctional bathroom door latch and glued a bookshelf back together. Thank you, Harvey.

4. We need a volunteer gardener and garden designer to help out with the landscaping, particularly the two back gardens that are currently a mess. Any ideas? Wendy will put a request in the Times/FPF for a Master Gardener. This is an approved site for MG credits.
5. Dave Riscutto will build the periodical/oversize book racks in December. Harvey has the details.
6. There is no longer a key at Beaudry's. because we have lost two keys via that arrangement. Everyone who uses the library for any reason must check out a key prior to use. Exceptions are Trustees, Sunday librarians and regular subs and users.
7. Stacey has been cleaning regularly and thoroughly.
8. Budget work - due 10/17.

Considerations: \* Endowment

- \* Library and Community Center hours and expenses
  - C.C. = 86 events 957 adults 94 children
  - 174 extra hours
  - 2010 - 2011 Library hours = 1664
  - 2011 - 2012 Library hours = 1404

\* Refer to Library as "Library/Community Center" for General Fund purposes, thus inclusive of C.C. costs???

\* Library and UMH and Park and Ride

\* Refer to UMH as "UMH/Park and Ride" for General Fund purposes, thus inclusive of P&R costs????

\* Personnel hours and salaries - impact of Jean's retirement (loss of 20 hrs. of work)

- Level funding???
- General Fund overages - see Attachment A
- Fund raising estimate - 2010 = \$3928

- Transition from Destiny to Koha - see "Wendy's Notes"
9. We will be switching to a new automation system sometime in 2012. The system is called Koha and is an open source (no in-house server) system that is shared by consortium members (currently 22 libraries in this area). The cost to us will be \$ 470 the first year which reflects a one time \$ 100 new member fee. Thus, the anticipated annual cost should be under \$ 400 as compared to Destiny which currently costs us \$ 829 in annual fees. Wendy will be working with the Consortium Koha Implementation Team, and Nancy Stoddard and Eric Hall to see us through this transition. Once the migration of data is complete Wendy will train staff and volunteers in its use. Wendy can provide more information regarding the pros/cons of switching to Koha for anyone interested. A complete timeline of steps is available as well. The first critical steps to be taken this fall include: weeding collection, culling expired patrons, gathering patron e-mail addresses and bringing HPL call numbers in line with the standardized call numbers of Koha. (LOTS OF BUSY WORK!)
  10. Summer Reading Program which was a joint initiative of HPL and BPMS was a bit disappointing this year. As all kids were given a reading record at school (rather than handing them out at the library) it was trickier to determine how many kids really participated. There were 32 kids at the concluding pool party compared to the 40+ of years past.