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April 30, 2012

Huntington Public Library  
Board of Trustees  
Minutes of March 27, 2012  
Approved

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

The minutes were approved as read.

**Recognitions and thanks:** The Board approved a gift certificate for Wendy de Forest for her work in preparing the Library for the change to the new KOHA system. The Board approved the purchase of a book as a thank you to Nancy Stoddard for her help in getting the Library ready for KOHA.

**Director's Report:**

- There was a discussion of the Select Board's request to store 20 file boxes of records in the Library in the basement. Anne will check with the fire marshal to see if there are any issues with this. The Trustees decided that permission to store the boxes would be given as long as the fire marshal okayed this.
- The Board discussed the need for substitutes for the times when Wendy and Anne are absent. The Director and Assistant Director requested funds to pay for one or two substitutes. The funds would come from the Friends of the Library account. Anne agreed to put an ad in the Times Ink for people interested in a substitute position.
- Anne gave an update on the new periodical racks. David Ruscitto will install them after the weather warms up. It was decided that we would announce in the monthly Times Ink article that we will be taking donations of subscriptions.
- Anne let us know that people have been asking if the Library has downloadable books for Ereaders. We have this service through ListenupVt.org.

**Update on the Curtains for the street side doors:** Paula has finished the curtains and will make arrangements with Harvey to hang them on the doors.

**Need for Photos of Library Activities:** A list of possible future photo opportunities was compiled. These would be used in the Annual Report, the Annual Appeal Letter and at other times when articles are written about Library happenings. This list included:

- The new periodical racks
- Elise Guyette talk
- Gardening activities
- The annual craft show

- Programs at the Library

It was decided that Anne would write into the Front Porch Forum and see if we can get a donated camera.

**Library Board Duties:** The duties for the Board will remain the same this year as last, with Paula Kelley as Chair, Lorrie Richland as recording secretary, and Harvey Schugar as grant writer.

The Board went into executive session at 8:11 pm and came out of session at 8:45 pm.

The next meeting will be by April 24, 2012, at 7:00 pm at the Library.

DIRECTOR'S NOTES  
APRIL 23, 2012  
MARCH STATISTICS

LIBRARY

ADULT VISITS: 306 CHILD VISITS: 264  
MATERIALS CIRCULATED: 983  
ILL: OUT: 9 IN: 9  
PROGRAMS: 10 ADULTS: 114 CHILDREN: 115

COMMUNITY CENTER: EVENTS: 3 HOURS: 10.5  
ADULTS: 32

1. Programs for May:  
SPEAKERS SERIES – HHCT and HPL - Elise Guyette – Early  
Farming History of Lincoln Hill – 5/3 – 7PM  
Planet Huntington – Patagonia – 5/10 7PM  
Community of Observers/Fairbanks Museum – A Citizen Science  
Project for monitoring climate change in VT – 5/17 6:30PM
2. Dave installed the periodical racks. There are 2 sizes and they can  
be attached to every book shelf. Can someone take photos? What  
publicity is needed? Dave's compensation?
3. Thanks to Paula for doing a very successful Story Circle! One more  
to go.
4. We have used 81% of our budget.

DIRECTOR'S NOTES  
MARCH 27, 2012  
FEBRUARY STATISTICS

LIBRARY

ADULT VISITS: 281

CHILD VISITS: 170

MATERIALS CIRCULATED: 585

ILL: IN - 3    OUT - 26

PROGRAMS: 8    ADULTS: 89

CHILD: 106

COMMUNITY CENTER: EVENTS: 13

HOURS: 26.5

ADULTS: 50

CHILDREN: 14

1. STATISTICS: Due to the change in automation programs I will be reporting on total materials circulated rather than the more detailed report of former years. The details will be reported in November of each year for the State Dept of Libraries Annual Report.
2. SALARIES: Anne's salary is \$16.75/hr. for 1040 hours/yr. Total \$17,420.  
Wendy's salary is \$13/hr. for 780 hours/yr. Total \$10,140.  
Salary priorities: 1. Raise, especially to compensate for no benefits.  
2. Substitute pay @minimum wage (\$8.46) or \$9.00/hr. for Anne - 40 - 60 hours and Wendy - 30 - 40 hours.  
3. Another hour for Wendy.
3. SUBSTITUTES: We have been relying on volunteers and one another to fill in when we need to go to meetings or take a vacation. However, this is no longer efficient or reliable. We would like to be able to pay one or two people whom we can train and consistently rely upon. Any suggestions?
4. HHCT and the Library are collaborating on another Speakers Series Program. Elise Guyette will be speaking about African Americans in early Huntington history. Thursday, May 3<sup>rd</sup> at 7PM. No food!!!
5. Thanks again to Harvey for the Ashgate grant!
6. The Select Board would like to store about 20 file boxes of old documents in the Library. The basement has space,,,,,,,,,,,,,
7. Ideas for long range plan ~