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November 30, 2012

Huntington Public Library
Board of Trustees
Minutes of October 9, 2012

Present: Lorrie Richland, Liz Greenberg, Heidi Racht, Paula Kelley, Harvey Schugar
Others: Anne Dannenberg, Barbara Elliot

The minutes from July were approved as amended.

Barbara Elliot attended the Library Board meeting to bring up several questions and to discuss the budget process. The following were the points of discussion:

- The budget process should include a list of the accomplishments/projects that were met during the year, any unusual expenses that we feel we may incur during the next year, and what we didn't do this FY and want to include in next year's budget.
- Our budget should include some explanation of line items.
- The budget needs to be submitted by November 2.
- Barbara asked for an explanation as to the ways the UMH budget ties into the Town Administrator's responsibilities. She suggested that a procedure be adopted or created that the Town Administrator can follow.
- There was a discussion as to the ways that the Library staff fit into the Policies and Procedures for Town employees.
- In terms of communication, Barbara suggested that one Trustee should review the minutes of the Board of Trustees and that these should be available to the Administrator. Heidi agreed to do this. The corrected minutes will be sent back out to the Trustees by the secretary so that they can be made available to the Town Office. Minutes should be sent out no later than 5 days after the meeting.

Discussion of the furnaces: The last inspection of the furnaces brought up the problem of the distance the furnaces are from the outside exhaust. Because of their position, they may be too long, and aren't up to code. Harvey agreed to research this problem and report back during the November meeting.

Director's Report: There has been a donation made to the Library for the building of shelves in the balcony. Tom Northrup has been contacted for an estimate of the cost of shelves there.

Discussion on the ways the Library employees fit into the Town of Huntington Employee Manual: Anne was asked to research the Manual and report on which elements do not seem to fit the Library Staff.

Bylaws: Bylaws need to be made for the Library. Anne agreed to call the State to see what the requirements are.

Review of the Chicken Barbecue: The barbecue raised about \$2100 for the Library. During the discussion it was decided that we would reduce the number of types of potato salad to two, that we would continue to include pasta salad, and cucumber salad, and that we would include spinach salad, if ingredients were donated.

It was decided that the salad dressings would be made ahead of time by volunteers and brought to the school kitchen on the day the salads were being put together. This would save time on the prep day.

The next meeting will be October 23, 2012, at 7pm at the Library.

DIRECTOR'S NOTES
OCTOBER 9, 2012
JULY, AUGUST, SEPTEMBER STATISTICS

LIBRARY:

JULY - ADULT VISITS: 429 CHILD VISITS: 247
MATERIALS CIRCULATED: 1311
PROGRAMS: 12 ADULTS 89 CHILDREN: 213

AUGUST - ADULT VISITS: 336 CHILD VISITS: 198
MATERIALS CIRCULATED: 993
PROGRAMS: 3 ADULTS: 31 CHILDREN: 56

SEPTEMBER - ADULT VISITS: 319 CHILD VISITS: 150
MATERIALS CIRCULATED: 988
PROGRAMS: 6 ADULTS: 46 CHILDREN: 74

COMMUNITY CENTER: available at a later date

JULY - EVENTS: 6 HOURS: 11
ADULTS: 44 CHILDREN: 0
AUGUST - EVENTS: 8 HOURS: 14.5
ADULTS: 37 CHILDREN: 0
SEPTEMBER - EVENTS: 11 HOURS: 19
ADULTS: 47 CHILDREN: 23

1. Furnace situation has been examined with Nat Grant's assistance. Barbara Elliot has been informed of the decision and can fill us in on the details.
2. A patron has offered to donate the cost of shelves for the balcony. Dave Ruscitto was asked to give and estimate. He declined to do so as he is cutting back his workload. He suggested Tom Northrup, who built the top shelf on the half wall. Tom would like the job and will give an estimate when he has time.
3. We have a new Friday morning and Sunday librarian substitute volunteer Her name is Hilary Smith and she is from Peacham and Shelburne.
4. Thanks to Stacey Symanowicz and her helper, Ben Leonard, for weeding and mulching the patio. They will also work on weeding the sides of the UMH and weeding and mulching around the front shrubs.
5. Terry and Rebecca Ryan are again graciously hosting the Planet Huntington series.
6. The following policies will need to be reviewed and updated:
 - a) Personnel
 - b) Library - Collection Development, Confidentiality & Intellectual Freedom
 - c) Overdue Materials
 - d) Donations

- e) Reconsideration of a Book
 - f) Building Use
 - g) Building Space Rental
 - h) Document Storage
 - i) Rules of Conduct
 - j) Trustee Ethics
 - k) Librarian Ethics
7. Summer programming kept the Library hopping on Fridays when things kicked off with Storytime, then moved to a craft and then ended with Pizza Friday. We partnered with BPMS again this past summer in an effort to maximize the number of children participating in the summer reading program as well as benefitting from the summer lunch site. The summer began with a concert put on by the Spring Peepers and ended with a pool party celebration at Alison Anand's outdoor pool.
 8. Wendy will be attending a two-day conference in Fairlee on October 23-24 to continue her training with the Early Literacy Initiative Program offered by DOL.
 9. Ongoing and upcoming programs include storytime every Friday, Outreach storytime (most Tuesdays), and Planet Huntington. In addition we work cooperatively with the leaders of the following groups: Baby Playgroup, Toddler Playgroup and Music Together.

On Sunday, November 4 we will be hosting a program called Vermont History through Popular Song. We are partnering with the Vermont Humanities Council to bring Linda Radtke and her accompanist to the Library. Dressed in period costume Linda will take the audience on a tour of Vermont history through song.

On Thursday, November 8 we will be partnering with the HHCT to bring Sydney Lea (Vermont Poet Laureate) to the Library.