

**Huntington Public Library  
Board of Trustees  
Minutes of September 24, 2013**

**Present:** Heidi Racht, Lorrie Richland, Liz Greenberg, Harvey Schugar

**Others:** Anne Dannenberg

**Director's Notes**

- **Wireless Policy** - There was a concern whether the records from the library could be accessed from someone using the wireless from the parking lot. Liz will check with Eric as to the possibility of this.
- **Threshold of the exterior door** to the porch and parking lot needs repair. Harvey will attempt to do the repair.
- **Website:** The website needs updating. Discussion on changing some of the format. Eric suggests we stay with the Google site so others can update it. Stacey would like to help design and work on the website updates. Patrons have complained that it is not easy to find some things. We will no be hiring Frankie. Anne will confer with Stacey about these.

**Review of the Chicken Barbecue:** The barbecue was very successful. We cleared about \$1849 for the library. Using the "Sign Up Genius" application online worked very well. It was decided that sign up forms would also be kept at the library. Some changes in planning included:

- Reducing the amount of food needed including limiting cucumbers to 2 bags, and reducing to 70 pounds of potatoes from 80 pounds.
- Lorrie Richland will send Linda Pecor a thank-you note for the donated goods.
- It was suggested that a flyer go home from Brewster-Pierce the week before the BBQ.
- Suggestion to consider having volunteers from the community help in the planning.
- Students who volunteer should be signed up ahead of time to prevent too many at one time.
- Consider purchasing some more food containers for the chickens so that borrowing from Hinesburg does not become a hassle.
- Have the ashes shoveled into the tall grass.
- Moving the picnic table back to the original spot
- Making the lemonade and salad dressings ahead of time.
- Making sure the Sunday library volunteer gets a dinner.
- Paula has volunteered to make the barbecue sauce for the chickens ahead of time.

**Review of Employee Policies:** The Board worked to amend the Policies of the Town to fit the needs of the library employees and the Trustees. Amendments were made from page 12/ 6.7 to page 20/ vacation policies. Some Trustees took home pages to work on before the next meeting.

**Next meeting: October 22, 2013**

**APPROVED:** October 22, 2013

RECEIVED   
DATE October 31, 2013

DIRECTOR'S NOTES  
SEPTEMBER 24, 2013  
STATISTICS INCLUDE APRIL - AUGUST 2013

**LIBRARY**

***APRIL***

ADULT VISITS: 338                      CHILD VISITS: 142  
MATERIALS CIRCULATION: 870  
ILL: OUT - 11                      IN - 9  
PROGRAMS: 9      ADULTS: 88              CHILDREN: 66

***MAY***

ADULT VISITS: 288                      CHILD VISITS: 141  
MATERIALS CIRCULATION: 884  
ILL: OUT - 11                      IN - 5  
PROGRAMS: 6      ADULTS: 13              CHILDREN: 20

***JUNE***

ADULT VISITS: 334                      CHILD VISITS: 186  
MATERIALS CIRCULATION: tba  
ILL: OUT - 12                      IN - 5  
PROGRAMS: See Summer Program Attachment

***JULY***

ADULT VISITS: 357                      CHILD VISITS: 264  
MATERIALS CIRCULATION: tba  
ILL: OUT - 10                      IN - 9  
PROGRAMS: See Summer Program Attachment

***AUGUST***

ADULT VISITS: 325                      CHILD VISITS: 200  
MATERIALS CIRCULATION: tba  
ILL: OUT - 10                      IN - 4  
PROGRAMS: See Summer Program Attachment

**COMMUNITY CENTER**

***APRIL***

EVENTS: 8                      HOURS: 16  
ADULTS: 50                      CHILDREN: 18

***MAY***

EVENTS: 12                      HOURS: 23.5  
ADULTS: 65                      CHILDREN: 19

**JUNE**

EVENTS: 9                      HOURS: 19.5  
ADULTS: 87                    CHILDREN: 9

**JULY**

EVENTS: 9                      HOURS: 16.5  
ADULTS: 51                    CHILDREN: 0

**AUGUST**

EVENTS: 6                      HOURS: 11.5  
ADULTS: 22                    CHILDREN: 0

1. *Summer Reading Program:* Please see attached summary regarding the Summer Reading Program.

2. *Transition:* Stacey and I have been working together for a fairly smooth transition. Wendy has continued to help when we need her. Most programs and the Library operations remain the same.

3. *Policies:* The Mission Statement and eleven policies/guidelines have been updated and approved. Four additional documents should be updated/completed: a) The Employment Policy.

b) & c) The Job Descriptions for Director and Assistant

d) It has come to my attention that we need a Wireless Access Policy or in the alternative add it to the Computer/Internet Use Policy.

4. *Computers:* We accepted the donation of four computers from the school district. Eric Hall has installed two of these and has updated the Library computers. We are considering using one of the laptops for Catalog Only use.

5. *Web Site:* Eric will instruct and enable Stacey to have full control of the web site. We would like to work with Frankie, if she is still available, to improve the functionality and creativity of our site. I suggest we dedicate some of the Ben and Jerry grant monies for this purpose. Please vote on the concept and amount.

6. *Buildings/Capital Budget:* I met with the Town's building committee at which time the group walked through the building and around the exterior. The following repairs and maintenance were addressed:

- new panic bar and hardware for historic front doors
- treatment for front porch and completing the porch with trim
- painting untreated wood under the UMH corner trim



## Summer Program Update

9/16/13

- 151 Reading packets (reading log, bookmark and stickers) were handed out to students at BPMS school on 6/7
  - \* Wendy did a wonderful presentation during Morning Meeting and introduced me as the new librarian
- 9 Story Times were held in June, July and a bonus guest Story Reader in August (Sue Irish, Children's Librarian at BPMS)
  - One Story Circle was a visit from Audubon Society on Wiggling Worms which had 22 attendees!
- 6 Pizza Fridays were held for free/reduced lunch students (food provided by Marie Thomas, OCCC, 4 weeks BPMS 2 weeks)
- 9 Guessing Jars weeks
- 3 Movie Nights
- 1 Musical Guest – Rockin' Ron the Pirate
- 1 Celebratory Pool Party at Alison Anand's

The theme of the Summer Reading Program was "Dig Into Reading" which encouraged children to print their names on a worm and then post on the 'dirt tunnel' posterboard. Readers were given prizes of books or little items as motivators to continue reading.

A total of 256 people participated in the 29 activities we offered.