

RECEIVED.   
DATE February 4, 2014

**Huntington Public Library  
Board of Trustees  
Minutes of December 17, 2013**

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

The Board voted to accept the Personnel Policies as written and revised.

**Budget:** The Selectboard did not include substitute pay in the budget for the next fiscal year. The Library Board discussed options to deal with this. The \$1170, which was requested on the budget from the Library Board, is based on vacation leave time that is due the director and assistant director as listed in the personnel policy.

**Director's Notes:**

- The water was tested and no contaminants were found.
- Anne has revised the job descriptions for both the director and the assistant director. Some of the duties were switched between the two positions.
- The 'open' sign needs replacing. Heidi will talk to Fred Bisbee about getting materials for this.
- A donation has been made for building shelves in the balcony. Shelving there would increase the space downstairs for books. An estimate will be done this winter.
- Stacey and Brian Symanowicz attached a screen in the vent at the peak of the office addition to prevent animals from entering.

The next meeting will be January 28, at 7:00 pm at the Library.

**APPROVED: January 28, 2014**  
**SUBMITTED FOR RECORD: February 3, 2014**

DIRECTOR'S NOTES  
DECEMBER 2013  
NOVEMBER STATISTICS

LIBRARY

ADULT VISITS: 254

CHILD VISITS: 113

MATERIALS CIRCULATED: 806

ILL: OUT - 5 IN - 1

PROGRAMS: # - 5

ADULTS - 28

CHILDREN - 32

COMMUNITY CENTER:

EVENTS - 12

HOURS USED - 14.5

ADULTS - 39

CHILDREN - 35

1. The water test results for coli form and e coli were negative.
2. Repair needed on the OPEN sign - actually the whole sign needs an overhaul!
3. Programs for January - Planet Huntington, the Baby Branch and story times.