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May 29, 2014

Huntington Public Library
Board of Trustees
Minutes of May 27, 2014

Present: Paula Kelley, Heidi Racht, Liz Greenberg, Lorrie Richland, Harvey Schugar

Others: Anne Dannenberg

Technology Report: The report prepared by Eric Hall recommending the replacement of a computer was read. A discussion followed on which computer to purchase.

- Harvey recommended purchasing an Apple product, as we would not have to get anti-virus protection.
- Anne asked that whatever publishing program was installed be compatible with all the files prior to Libre Office.
- **It was recommended that Stacey back up all files onto a thumb drive once a month.**
- Anne reminded us that the donation we received included a printer/scanner. She requested a color printer. She also thought a fax feature would be handy. The Library could offer fax services to the public for a small fee.

A motion was made and seconded to purchase an iMac. The motion passed. It was suggested we find a high school student to offer community service hours toward acting as a tutor, or to find a tutor to hire to give instruction to Anne and Stacey. **Liz will ask Eric for a recommendation for a tutor and what additional software should be included in the purchase.**

Director's Notes:

- Some damage to the new couch was noted.
- The burners on the furnace still have a propane smell. **Anne will ask Brian Symanowicz if we need to contact the manufacturer/installer.**
- Floors and vestibule doors need to be painted. New rollers need to be installed on the moveable shelves to prevent further damage. **Anne will contact Alan Ray about doing the work.**
- The driveway needs to have the potholes fixed. **Anne will contact Yogi to inspect the driveway and see what work needs to be done.**
- Discussion on the possible inspection of the balcony to see if it is structurally sound in order to have book shelves installed and allow adults in the space. A motion was made and seconded to get the structural review by Chris Hill. The motion passed. **Anne will contact them.**
- The shrubs in the 'island' in the parking lot must be removed. **Heidi will ask Terry Boyle to help in the removal.**
- The grounds need to have the weeds cut down two or three times in the summer. **Anne will ask Debbie Worthley if she is willing to do this.**
- The review of the Personnel Policy will take place during the June meeting.

Motion was made to adjourn. Meeting adjourned at 8:55. Next meeting: June 21, 2014.

MINUTES APPROVED JUNE 24, 2014

DIRECTOR'S NOTES
MAY 29, 2014
MARCH AND APRIL 2014 STATISTICS

MARCH

LIBRARY

ADULT VISITS: 308 CHILD VISITS: 99
MATERIALS CIRCULATION: 1244
ILL: OUT - 14 IN - 5
PROGRAMS: 8 ADULTS: 76 CHILDREN: 65

COMMUNITY CENTER

EVENTS: 12 HOURS: 24.5
ADULTS: 84 CHILDREN: 38

APRIL

LIBRARY

ADULT VISITS: 221 CHILD: 101
MATERIALS CIRCULATION: 914
ILL: OUT - 11 IN: 5
PROGRAMS: 8 ADULTS: 108 CHILDREN: 77

COMMUNITY CENTER:

EVENTS: 13 HOURS: 27.5
ADULTS: 107 CHILDREN: 44

1. *FURNACES: One day the outdoor vents smelled of propane. Brian Symanowicz found that not all the burners were firing. He cleaned all of them and the situation was corrected. He did not bill the Library.*
2. *GRANT: We received a \$142 grant known as the Resource Sharing Supplemental Grant for interlibrary loan and materials acquisition from the State. The figure is determine by the number of ILL lent during the previous fiscal year.*
3. *FURNITURE DONATION: A couch and chair set was donated by Joanne Conley.*
4. *BOAT: It was brought to my attention that we have not yet painted the name of the boat on the stern and need to do so.*
5. *SUMMER PROGRAM: We will be participating in the State Dept. of Libraries Summer Reading Program again this summer. The theme is science and we are looking for volunteers to do science experiments with groups of children. Stacey will promote the program with Sue, the BPMS Librarian. We will also have a program or two about/with service animals.*
6. *FLOOR: Nat Grant has advised us about the condition of the floors in the Hall. There are bare spots with splinter potential in areas where the shelves have been frequently moved as well as peeling paint.*
7. *DOORS: Likewise the front doors and the inner doors to the vestibule need painting.*

8. **BALCONY:**

a) We received an estimate from Chris Hill of Engineering Ventures for \$500 - \$1000 for a structural review and report of the balcony floor to determine if it is capable of supporting the proposed bookcases, furniture and people. Additionally, customary reimbursable expenses will be billed at cost plus 10%.

b) Current use of the balcony includes: Times Ink rental, seasonal book storage, SF book sorting, discarded book storage (until 40 boxes are accumulated), play group materials storage, books by popular authors published prior to 2008 and occasional small meetings of community groups as per HPL Building Use Policy.

9. **OUTDOOR MAINTENANCE:**

- mowing - Paula???
- weed whacking - request in Times
- cutting down and disposing of diseased Juniper shrubs
- weeding foundation edges and "patio" area - request in Times
- driveway "island" - hopeless
- welcome gardens - Debbie Worthley and a MG from Richmond (Heidi please remind me, who?)
- pot holes in driveway - last year Linda Gionti, volunteer, repaired them - is it the Town's turn?
- others????

10. **IN-KIND:**

- Randy Richland - "house call" for advice
- Harvey Schugar - bookshelf repair and door hinge repair
- Duncan Keir - balcony and structural information and evaluation
- Nat Grant - floor consultation
- Eric Hall - temporary fix for office computer burn out
- Subs - Michele Cummings and Kate Flippin
- Sindays - Kathleen Clark, Paula and Tanya Villemaire, Lisa Barrett, Shalena Hansen, Wendy deForest, Heidi Racht and Guthrie Smith
- Stacey and Brian Symanowicz - examine bird nesting situation in the area of the louve/vent
- Brian Symanowicz - furnace cleaning