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**Huntington Public Library
Board of Trustees
Minute of March 25, 2014**

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

The minutes of February 25 were approved as amended.

Director's Notes:

- **Discussion on the future use of the balcony:** The Board is waiting to see the estimate for an engineering report on the balcony. It had been decided in February to create an informal survey of patrons to get their ideas for the use of that space. Liz has created a survey. The Board will wait until the engineering report is complete before the survey is distributed.
- **Discussion on the new "One Click Digital" service:** The Board questioned whether this new service duplicated what is already available through ListenUpVT. LORRIE WILL CONTACT ANNE TO FIND OUT THE TIME FRAME FOR EACH SERVICE. The Board also discussed how we could evaluate the amount of use this new program would get. LORRIE WILL ASK ANNE IF THERE IS A BUILT-IN METHOD OF DETERMINING USAGE. The Board discussed how patrons would be notified of this new service. The cost of ListenUpVT is now covered by a donor. Heidi made the motion to pay for the current use of "One Click Digital" through the Friends of the Library account. The motion passed.
- **Discussion on ways to use the Ben and Jerry's Grants:**
 1. Painting of floors. A lead paint test needs to be done first. Nat Grant had volunteered to do this. LORRIE WILL CONTACT FRED TO SEE HOW THE FLOOR WAS ORIGINALLY FINISHED.
 2. Building storage shelves in the balcony.
 3. Replacement of the podium that now holds the "Donor Book". Liz moved that we replace the old podium. The motion passed. LORRIE WILL CONTACT ANNE ABOUT DESIGNS. Discussion will continue at the next meeting.
 4. Repair of the front doors, repair of the hinges on the yellow doors, repair of the shelf holding the DVDs. HARVEY WILL TALK TO ANNE ABOUT THE HINGES ON THE YELLOW DOORS.
 5. The Board was pleased to accept a private donation to the Library of \$10,000. The donor has requested that this money be used to buy a new couch and chair, as well as a new computer. LIZ WILL ASK ERIC HALL FOR SUGGESTIONS FOR A NEW COMPUTER AND HARDWARE. LORRIE WILL ASK ANNE TO START LOOKING FOR NEW FURNITURE.

Summary of Town Meeting

- It was noted that some towns use a separately warned article for their library budgets.
- Some trustees were startled that the Selectboard had made a significant oversight in their budgeting by increasing the salaries of the Library Director and the Assistant Director without including the increase in the Annual Report of the Town or notifying the trustees of the increase. Although this increase was a small percentage of the Town's budget, it had a significant impact on the Director and the Assistant Director, and on the actions of the Library Board.
- The Library Board will wait until the beginning of the next fiscal year to see if the increase in the Town Budget voted on through the amendment will be used for substitute pay. We recognize that the Selectboard has a record of honoring the wishes of the electorate when an amendment to a budget is passed at Town Meeting.

Agenda for April:

- Review personnel policy prior to posting on the web site.
- Note: Check how to include other employees (subs, cleaners) in the policies.
- HEIDI WILL LET BARB ELLIOT KNOW THAT ALL POLICIES ARE READY AND THAT THE PERSONNEL PART WILL BE ADDED NEXT MONTH.

Liz moved the meeting be adjourned.

Next meeting: April 29, 2014 at 7:00 pm at the Library

DIRECTOR'S NOTES
MARCH 25, 2014
FEBRUARY 2014 STATISTICS

LIBRARY

ADULT VISITS: 297	CHILD VISITS: 122
MATERIALS CIRCULATION: 1108	
ILL: OUT - 7	IN - 13
PROGRAMS: 3 ADULTS: 24	CHILDREN: 35

COMMUNITY CENTER:

EVENTS: 17	HOURS: 29.5
ADULTS: 97	CHILDREN: 48

1. On 3/9/14 the workroom furnace did not work. Brian Symanowicz examined and temporarily repaired the inducer motor/fan. The bearings became corroded with mineral/salt build up and the motor was unable to start the fan. There was also water in the blower housing because the outlet hose similarly had a mineral build up as well as a hole in it. The water backed up and sat in the housing. Brian is replacing the tube and recommends replacing the fan unit before the next heating season. He will submit an estimate.

2. Chris Hill of Engineering Ventures will submit an estimate for an engineering report on the balcony in a few weeks. He stated that they are "backed up". I am also waiting for a call back from Dick Kellogg regarding the original engineering report. We will not pursue plans until we know the balcony is safe for the proposed load.

3. Another idea for the B&J grant is for the State DOL program: ONE CLICK DIGITAL. This is an audio book download program for \$375 per year. We have subscribed to it for this year and Stacey took the tutorial today. It will offer our patrons a greater diversity of books and increased flexibility. Please see the accompanying information. Please let me know if you prefer to pay for it with the grant or with Friends funds.

4. Other grant ideas: a) framed art posters for gallery area when we aren't hosting an exhibit

b) another outdoor bench

c) small safe play yard equipment for the patio area

d) UMH Hall floor treatment - Stacey and I have become aware of the deteriorating condition of the Hall floor especially where shelves are frequently rolled to and fro for programs. In several places the paint has peeled to expose the original floor treatment and/or wood. It may be necessary to close the Library for a week before or after the Summer

Reading Program activities to have the work done. Nat Grant will use an over the counter lead test kit to test for lead paint on the floors.

e) built-in desk, book shelves and unit to display the DONOR BOOK on the adult side of the half wall. The ugly, cumbersome podium-like thing that is presently there takes up too much space and serves no other function than holding the BOOK. A detachable section of the desk could second as a computer/slide projector table to be used during Planet Huntington shows and other power point programs. It would replace the bulky, tippy round table.

Please list your suggestions.

5. The shelf for DVDs and the beginning of the Sci-Fi collection is warped and needs gluing and clamping – unless Harvey has a better idea. Suggestions for who I might ask to do this repair??

6. In kind: Liz Greenberg for shampooing the rugs.

Brian Symanowicz for repairing the furnace on Sunday, 3/7.

Harvey Schugar for fabricating the gallery alternative frame.

Heidi Racht for painting the same.

Kate Flippin for assuming Story Hour when Stacey was sick.

Lucy Cummin for weeding book donations.

Our usual cast of Sunday volunteers – Paula Villemaire, Lisa Barrett, Wendy deForest, Shalena Hansen, Kathleen Clark and occasionally, Paula Kelley and Heidi Racht

Michele Cummings, Lisa Barrett and Lucy Cummin for subbing.

Hilary Smith for faithful Friday circ desk duties during Story Hour.