

**Huntington Public Library  
Board of Trustees  
Minutes of February 24, 2015  
.draft**

**Present:** Lorrie Richland, Paula Kelley, Heidi Racht, Liz Greenberg, Harvey Schugar  
**Others:** Nancy Stoddard

The meeting was called to order at 7:09

Motion made by Paula and seconded by Liz to approve the minutes from January 27, 2015. The motion passed.

Motion was made by Heidi and seconded by Paula to approve the minutes of February 10, 2015, as corrected. Motion passed.

Board welcomed Nancy Stoddard, Select Board member.

- Nancy informed the Trustees of the Human Resources research that the Select Board is conducting for the Town of Huntington. She invited us to present any questions the Trustees might have and offered to help in the research. She expressed that the Select Board is looking for consistency and for data as to how other town work
- The committee will be looking at pay ranges and merit pay.
- They will research performance development/professional development.
- She noted that the Town's definition of part time is not the same as that of the Library Trustee's Personnel Policy.
- She asked us to list any large cost capital expenses that may be coming in the next few years.
- She will act as liaison between the Select Board and the Board of Trustees.
- Nancy will attend another Trustee meeting after the research has been completed.

**Director's Notes:**

- The Board discussed the issue of new wooden chairs for the oak table and the round table. The decision was to find some more examples of library furniture. Paula will ask Anne to research some more choices, give her input on her top two choices and present them at the next meeting.
- As to the suggestion concerning the Junior books section, the Board will act on that at a later time. The Board felt that the suggestion was very good, but that a specific plan should be made.

**Evaluation of Staff**

- Paula will ask Anne to prepare Stacey's evaluation.
- The March meeting will have on the agenda the staff evaluation. Paula will ask Anne to prepare a report.

Motion to adjourn made by Heidi. Meeting adjourned at 9:08

**Next Meeting:** Sunday, March 15, at 12:00, at the Library

*Approved: March 15, 2015*



*Received for Record:*

*[Signature]*

*March 18, 2015*

DIRECTOR'S NOTES  
FEBRUARY 24, 2015  
JANUARY STATISTICS

LIBRARY

ADULT VISITS: 271                      CHILD VISITS: 143  
MATERIALS CIRCULATED: 969  
ILL: OUT - 6    IN - 14  
LISTEN UP VT: 73  
PROGRAMS: #6        ADULTS: 98        CHILDREN: 50

COMMUNITY CENTER

EVENTS: 11                      HOURS: 12.5  
ADULTS: 77                      CHILDREN: 33

1. B&J grants:

- Please vote on the concepts discussed during the January board meeting regarding the use of the B&J grant money.
- The total as of 2/15 is, \$7750.
- The concepts were: 1) use a majority of the funds over a given number of years for a concert series, and 2) pay Stacey, as Program Director, for the extra hours necessary to administer the grant.

2. Programs for March: 3/1 - Magician, Tom Joyce ~ 1:00 PM

3/6 - Movie Night ~ 7:00 PM

3/15 - Planet Huntington ~ 7:00 PM

3/22 - Collaborative program with HHCT - Jane

Sorenson/Landscape Design for Pollinators ~ 6:30 PM

Story Hour and Playgroup - every Friday ~

10:00 - noon

3. Balcony: We are continuing to clean up the balcony - thank you for this assistance. I will be complying with the engineer's report regarding storage and use.

4. Chairs: I would like to suggest that the Board consider purchasing padded folding chairs that would be stored horizontally on a dolly. This would eliminate the stacking chair problems such as; the height at which the chairs must be stacked for efficient storage may be unsafe (outside of the closet) due to height and weight, especially when

children use the vestibule. They also represent a challenge for staff and volunteers who may not be able to lift the chairs from the stack.

5. Shelving: After having discussions with several patrons and other librarians, I would like suggest that shelving be constructed to be placed along both sides of the half-wall. (On rollers, of course.)

- On the J side, the desk would need to be removed. This piece has never been used as intended - a study desk - and is currently a catch-all and a highly inefficient use of space. The third computer is no longer needed as only a handful of patrons use a computer in any given month - the two at the table being sufficient. Additional shelving is needed for this area.

- On the children's area side, the shelves could be built to accommodate the heating intake grid. Again, the wall space is used inefficiently. (I placed the book displays in an alternative arrangement to demonstrate a possible future configuration.) Additional shelving for the children's area is necessary. Additional displays, although most popular, are not recommended due to space constraints.

6. FYI stats: 2014 circulation:

- adult fiction: 1795
- adult non-fiction: 1045
- picture books: 4085
- J/YA: 1898
- J-non-fiction: 559

I believe shelving needs can be determined in part by the above numbers.

7. Donation furniture: In order to be active partners in choosing the furniture that will be donated, I would like to suggest that for the next two months interested board members and staff visit furniture stores and/or websites and/or catalogs. Please email or drop off your choices at the Library. There is a folder on the office desk where we all can store info and make notes regarding our choices. I suggest that during your May board meeting we make our final choices and I will communicate the results to our donor.