

Randolph Public Library

Trustees' Meeting, Wed May 15<sup>th</sup>, 2019, 6.30pm

Present: Denise Demers, Jan Halvorson, Steve Fisher, Steve Teczar, Heather Wiley and Yvonne Jenkins (librarian).

1. The minutes from the previous meeting were approved on a motion by Steve T, seconded by Jan, all were in favor.

2. Treasurer's Report

Town Checking	\$11,255.17
RPL Checking	\$14,163.99
Building Fund Checking	\$475.43
Building Fund CD	\$17,704.17

Jan questioned continuing membership of the Mount Washington Observatory. It was felt to be worthwhile, the trustees agreed to continue at \$35/year.

Steve T is a member of the New Hampshire Library Trustees' Association. The trustees felt he should be reimbursed from the RPL checking account. Steve T plans to attend the annual conference in Manchester on May 29<sup>th</sup> and there is a reduced fee for members.

There have been problems with the debit card being cancelled due to erroneous payments being made for library items from the town's trust fund! Jan has liaised with Northway Bank about this but Yvonne is reluctant to continue with a debit card that does not work as planned. An alternative would be to set up an Amazon business account (no charge) and be sent an invoice for purchases. Heather proposed to not get another debit card but to set up the Amazon account, Steve T seconded, all were in favor.

3. Librarian's Report

- The new HP laptop has been received at a cost of \$769.99.
- Yvonne met with Bob Kruszyna to review his mountaineering book collection. She will determine where the books should be displayed in the library and plans to have Bob give a lecture on his mountaineering career when the books are received.
- Yvonne attended the NH Library Association conference in Meredith, NH on May 9<sup>th</sup> and 10<sup>th</sup>.
- The "When Will the Seven Break" contest is still ongoing.
- Confirmed programs for the summer include Allison Bell and Maida Goodwin on July 3<sup>rd</sup> and Modern Time Theater on July 24<sup>th</sup>. Volunteers will be needed to man the circulation desk, Yvonne will coordinate with Lisa Teczar.
- The children's summer reading program will begin July 3<sup>rd</sup> and end August 14<sup>th</sup>.
- Yvonne is compiling a new list of jobs for volunteers to include shredding old documents.
- DB Commerce has sent the library 2 checks for \$6.23 and \$19.87 for second hand books sold.
- The book sale will take place on Saturday, July 20<sup>th</sup> from 9-1pm. Set up will be on July 19<sup>th</sup> at 4pm.

4. Friends Group Report

Yvonne has finalized the membership letter for the Friends. It will be mailed out to all year round and summer residents soon with help from volunteers.

5. Computer and Internet Use Policy

The trustees approved the most recent computer and internet use policy as written by Yvonne after discussion about the age limit for children to use the Internet alone. It was decided to keep the policy as is, with children under the age of 14 being required to have a parent or guardian present while using the Internet. The parents/guardians for minors 14-17 must sign an Internet Authorization form.

6. Recognition of Arlene Eisenberg's volunteer service.

Heather purchased a restaurant gift card for Arlene and Yvonne got her a membership to the Peterborough Library. They will be presented on Sunday at her goodbye party at the town hall.

7. Guidelines for Annual Volunteer Appreciation

It was felt that volunteers should be recognized on an annual basis going forwards, in the late Spring. It was decided to have a luncheon and short workshop with Yvonne on Sat 8<sup>th</sup> June at 11.30am. Yvonne and Denise will work to get "goodie bags" as thank you gifts, to include a gift card from the White Mountain Cafe.

8. Review of the Policy for Collection Development

Due to time constraints this will be discussed at the next meeting.

9. The next meeting will be on Monday June 10<sup>th</sup> at 6.30pm.

There being no other business the meeting was adjourned at 8.10pm.

Respectfully submitted,  
Heather Wiley, secretary