

Deering Public Library  
Trustees Meeting  
November 1, 2004  
Minutes

Present were: Jean Johnson, Judy Wood, Polly Pierce

The minutes of October 11, 2004 were approved.

Polly reported on the two workshops that she attended: Establishing Community Coalitions: Using Collaboration, Advocacy, and Public Awareness to Develop Community Resources, given by the NH State Library and the Gates Foundation; and Developing Policies for the NH Public Library, given by the NH Library Trustees Association. In addition to her report on the workshops, she shared some good ideas learned from other workshop attendees regarding initiating advocacy/public awareness for the library. (see Appendices #1 for change)

The trustees reviewed the bylaws, and the following questions came up: first, Polly reported that during the Policy Workshop, Tom Ladd (Workshop leader from the NH State Library) indicated that according to RSA 202-A:10, V., trustees must "appoint a librarian who shall not be a trustee," if we want to continue down the path as an "official" library. He said that in New Hampshire it could be a volunteer librarian; second, Polly also asked if a clause should be written into the bylaws that limits the number of reappointments allowed, as this had been recommended by Trustees from the Frankestown Library. Since there was some concern expressed about this from the other trustees, Polly said she would check with trustees from other libraries regarding whether or not a term limit is stated in their bylaws, pros and cons, and report back; thirdly, Polly recommended changing the wording under Duties and Responsibilities, Secretary from "shall issue notice of all public meetings to be posted in the town hall and on the town web site," to "shall issue notice of all public meetings to be posted in 2 appropriate places," which is in compliance with RSA 91-A:2 Meetings Open to Public. Approval of the bylaws was put on hold until questions were further researched.

The trustees agreed that they need to look at developing a five-year plan regarding the future of the library. It was agreed to start this process at the next trustees meeting in December.

The Deering Library Community Questionnaire was included in the October issue of the Deering Connection, and Jean said the cost to insert was \$50.00. A donation from Amanda Marsh and Eric Simon, in the amount of \$250.00, was included with their response to the Deering Library Questionnaire. (see Appendices #2 for change)

Judy reported that there were no changes in the financial report from the October trustees meeting, and will check with the town treasurer, Stuart Huggard, regarding setting up two separate bank accounts. The trustees agreed that Mr. Huggard would continue to write checks, but that the trustees have complete jurisdiction over all expenditures, as per RSA 202-A:11, III.

Judy had to leave the meeting, so Jean and Polly worked on determining budget needs for FY 2005. This included adding funding requests for items that were paid for, as a donation, by the trustees during FY 2004, such as postage, office supplies, travel, and the summer reading program. They also increased the funding for books, added dues to be paid to the NH Trustees Association, and funding for publications. They decided to request a total of \$900. for FY 2005, which is an increase of \$650. from FY 2004.

Jean and Polly decided to reschedule book selection to Wednesday, December 1, from 3-5 pm, since this did not need to be done during a trustee meeting.

The date for the next trustees meeting is Monday, December 6, 2004, at 3:00 p.m.

Respectfully submitted,

Polly Pierce

APPENDICES (Additions and changes to minutes as requested by Jean Johnson at December 6, 2004 Library Trustees Meeting):

1. The Trustees discussed implementing two of the advocacy ideas that were learned at the workshops attended by Polly: first, "welcoming" books for Deering's new born children, that would include a name plate in the book with the child's name, and a letter sent to the parents to let them know that a book had be given by the Trustees, in their child's name, to the library; and second, a baby party for new mothers to introduce them to the library and to other new mothers. It was discussed that a special fund should be developed. Also, Judy said she would explore the party idea and the number of children born this year in the town.
2. The actual final cost for the questionnaire was \$71.50, not \$50.00.