

**Town of Auburn
Library Trustees
February 21, 2014**

Present: Jeanni Worster Treasurer, Fay Hanscomb Secretary, Nancy Mayland, Absent

Alternates: Sharon Bluhm, Absent-Lorraine Senechal

Ricky Sirois Library Director

10:09 a.m.

A motion was made by Bluhm to accept the previous month's minutes, Worster 2nd.

Grant writing class expenses are \$887.75 and parking \$50. ***Hanscomb motioned to remove the amount of \$937.75 to cover expenses from the Book Sale account, Bluhm 2nd***

The Treasurer's report was given, a motion by Bluhm was made to accept Hanscomb 2nd. Placed on file subject to audit.

Director's Report

There is a spring conference that Ricky would like to attend. More information on the next meeting.

If needed, the Trustees are available to help with coverage when programs/meetings are being held on evenings when the library is usually closed. It was requested that someone would stay with the staff member (or Trustee) when the library is closing after the program/meeting. Also to remind the staff about the available pendant for emergency use.

The meeting with Scribbles about a logo went well. Ricky has a contract that we must look over and sign before work can begin. ***A motion was made by Worster to move \$1,000 to pay Scribbles, from the book sale account, Bluhm 2nd.***

Old Business

We have a quote from SJL for 2 exit and battery backup lights for the library @\$435 each.

We will wait for an inspection by Captain Jim Saulnier to ask with requirements. We also

need to ask about doors being unlocked during operating hours. Ricky will check to find out which fire extinguishers need stickers.

Also have a quote from Culligan of NH inc for @\$1,849 for the water system. Jeanni suggested that the water be tested before we do anything. She will check with Will Melendy for his advice.

Stanley Steemer was contacted by Fay about cleaning all of the carpets. They stopped in and gave a quote of \$288. Ricky can contact them about a date and time in March. As U Wish cleaners were contacted about washing and waxing the other floors. The gave Ricky a quote of under \$100. Fay will call them to schedule a date and time at the end of March.

Jeanni would like to contact the town to have payments from them begin each quarter. A request will be sent to the town hall for approval. Jeanni will draft a letter for Bill Herman and send it to Nancy for approval first.

Jeanni had a question to Ricky about the meaning of “suitability” in the Collection Policy. He explained that referred to textbooks, or books that would have a very small audience or demand.

Fay will prepare a letter to be sent out to organizations (for example schools, literacy organizations) that might be interested in getting books for free at the end of the Book Sale.

We'll request an answer before the event and ID the day of the sale. Ricky will organize a list, Lorraine and Sharon will mail them out. The sale date is July 26 & 27.

Plans are being made for the open house in April. Ricky will be sending out a two sided invite with information about the library and the open house. We are waiting to hear what plans the Friends have for entertainment.

Jeanni suggested that in the future, money for the staff gifts should come from the Book Sale category . She would like to put anything under supplies in a separate title. We'll discuss that at the next meeting.

Worster motioned to adjourn the meeting, Bluhm 2nd.