

**Town of Auburn  
Library Trustees  
January 10, 2014**

**Present:** Fay Hanscomb, Secretary; Jeanni Worster, Treasurer; Ricky Sirois, Director

**Alternates:** Sharon Bluhm (for Mayland), Lorraine Senechal

**Absent:** Nancy Mayland

10:07 a.m.

***A motion was made by Worster to accept the previous month's minutes, Bluhm 2<sup>nd</sup>***

The treasurer's report had items that were clarified, an explanation that the library debt has been repaid to the town.

The lease for audio books has been dropped. Money has been budgeted to purchase audios.

The definition of "supplies" needs to be revisited in the future, as to defining \$ amount and what line they should be put into. ***A motion to accept the Treasurer's report was made by Bluhm, 2<sup>nd</sup> by Hanscomb.*** Placed on file with subject to audit.

### **Correspondence**

A thank you has been sent to the Hujars.

Carrie Cote, along with a Planning Board member followed up on a complaint about the lighting being too bright in the evenings at the library. She found nothing out of order .

### **Director's Report**

The Book Sale dates have been made for July 26 & 27. Fay will fill out the paperwork at AVS.

Big Hearted books have been contacted and agreed to pick up the leftover books.

Sharon and Lorraine will send out letters to non profits, (school and agencies) to come and get free books at the end of the sale. A list will be generated by Trustees, Director and Alternates and send letters out soon. Linda Durand would be a good contact to begin with. We'll need to meet again to send out letters before April.

The new shelving should be coming in the week of Jan. 20<sup>th</sup>, Longmeadow church

might be taking some of the shelving and the library will save some for future use. Ricky will find out if the company charges to take down old shelving. Frank Hanscomb will be asked if he could possibly take them down if needed. Sharon Bluhm has offered her basement for storage .

Eventually a laptop will be purchased for public use, therefore the large round table won't be needed. The Director will post it on the library List Serve, in hopes that another library could use it.

Peter Barbuto will be asked to look at the book sale shed door to see what is causing the door to stick.

As part of this year's strategic goal, Ricky contacted a marketing company in Bedford to ask about the procedure for developing a new logo for the library. He spoke with a partner in the business that showed interest in the project and would consider a discount for us.

***A motion was made by Worster, to have the Trustees authorized the Director to offer Scribble Marketing to design a logo at a target range of \$1000 to \$1200, and to work with the Director and Trustees and staff for input, 2<sup>nd</sup> Bluhm.***

The Trustees and alternates have agreed to meet on, Saturday 18<sup>th</sup> @ 9am, to review the Strategic Plan for approval before it is printed for the public.

Two emergency exit lights with a battery back up lighting systems will need to be installed in the future. The Fire Department will be doing a safety system check and will give us a report after. Worster offered to get in touch with Scott Legere (SJL) for a quote. Ricky will purchase stickers to apply to the 5 fire extinguishers.

It was suggested that the water or the filter at the library be checked to find out what could be done to improve quality. The goal is not necessarily to improve the water to make it potable but to eliminate the odor and damage on the sink etc. Jeanni offered to contact a company in Derry and Fay at the State level to have water tested. Also consider contacting someone about a new water filter.

***Worster motioned for the Director to purchase a new laptop computer to be used in his office, subject to hardware and software up to \$1000, Bluhm 2<sup>nd</sup>***

Serve-Pro will be contacted for a quote to do the carpets, and Matt at the school to give a quote to wash and wax the floors. Fay will ask Nancy if she remembers what company was used last.

Grant Writing Class, The Director has enrolled at UNH to start January 27 thru May.

***Worster motioned to authorize Ricky Sirois to be reimbursed for \$887.75, the cost of the Grant Writing class, associated books and fees, Hanscomb 2<sup>nd</sup> .***

***Bluhm made a motion to adjourn, Hanscomb 2<sup>nd</sup>,***

12:34 p.m.

Our next Trustee meeting will be February 14<sup>th</sup>, 10:00 a.m.