

## Canaan Town Library Trustee Meeting Minutes

May 14, 2012

Attending: Trustees Wolf, Neily, Carter, Remacle, Reitsma; Selectman Bob Regan; Librarian Amy Thurber

The regular monthly meeting schedule was amended this month and the meeting was held one week earlier.

Minutes of the April meeting were approved.

Treasurer's Report: Monthly budget was discussed. YTD line items look good – those with some discrepancies were explained and will be adjusted including the FT/PT salary lines. The electrician was paid \$902.36 for the outlets by the table. \$1,909.89 remains in the building fund. It was decided to leave this as is for now.

Librarian's Report: Fax services are now available to patrons at \$1.00 per page. The Healthy Planet program was successful and another program from Catamount Earth Institute will be offered next spring. The Friends helped with the booksale which raised over \$500.00. Their plant sale will be June 9. Amy and Nancy are preparing summer reading program materials and will visit the classrooms in June. Thanks to the kids from Cardigan Mountain School, the third floor got cleaned out and NH DOS found the library in compliance with safety regulations. Amy and the staff are inventorying the collection – a project that will take to the end of the year. Amy presented the volunteer policy and application the library will be using. Background checks on staff and volunteers were discussed and Amy will check on the next steps that need to be taken.

Old Business: Performance reviews were discussed and it was decided these need to be done on a yearly basis. Several forms will be looked at and used to come up with a form that Amy feels will be the best. Implementation will be discussed at the next meeting. The Long-Range Plan should be ready for editing and discussion at the June meeting. The revised mission statement will be discussed and approved.

New Business: It was decided that an alternate trustee will be appointed. A short list of prospective

people was agreed on. This person will sit in on meetings and will be an acting trustee when a member is away or resigns. Beth and Patsy will be going the the NH Trustee conference on Monday, May 21.

Adjourned at 8:15.

The next meeting is scheduled for June 18 at 7 PM at the library.

Respectfully submitted

Denise Reitsma, secretary