

Tucker Free Library Minutes

August 23, 2005

7 p.m.

Present: Janet Higginson, Patti Osgood, Christine Anderson, Terry Simkin, Wayne Colby, Lynn Piotrowicz (library director).

- 1) Minutes of June 14, 2005: Patti moved, Terry seconded to accept the minutes as corrected and initialed. All approve.
- 2) Sagebrush Corporation's InfoCenter (library management system) should arrive this week and will be implemented in a 4-step process. John Corbett (Henniker Computer Services) is ready to begin installation as soon as it arrives. Should be operational mid-fall. All within projected budget.
- 3) Needs Assessment. Wayne still to send e-mail version w/corrections to Patience Jackson.
- 4) Permanent Loan. Terry Simkin and Lynn are working on getting document to Municipal Court.
- 5) Internet User Policy. Terry moved, as modified, to approve the new policy. Wayne seconded. All approve. Policy to be implemented with new computer software (Sagebrush).
- 6) Treasurer's Report presented by Wayne.
- 7) Director's Report.
 - a) **Roof.** Cost of roof repair by Mayo Roofing \$1600. Wayne moved to ask the Trustees of the Trust Funds to reimburse the library for the unanticipated roof expense of \$1600 from the Expendable Trust Fund established for that purpose. Christine seconded. All approve. Mayo Roofing also found poor workmanship by others in previous roof work (including area that had recent problem). Director will ask Mayo Roofing to assess the condition of the roof.
 - b) **Tree Removal.** Summary of removal by Director. Wayne moved to ask the Trustees of the Trust Funds to reimburse the library for the removal of hazardous trees expense of \$743 from the Expendable Trust Fund established for that purpose. Christine seconded. All approve.
 - c) **Lightning Strike.** Insurance claim filed for \$1424. Deductible is \$1000. Terry to research possibility of adding an uninterruptible power supply for computers. Director to get a quote from Marc Aucoin (Aucoin Electric) about cost of installing a box surge protector. Janet moved to ask the Trustees of the Trust Funds to reimburse the library for the unexpected maintenance repair due to lightning strike in the amount of \$571 from the Expendable Trust Fund established for that purpose. Terry seconds. All approve. Computer costs from lightning strike \$858. Director will use \$317 from the Fitch Fund and ask The Friends of the Library to cover the remainder.
 - d) **Kindergarten Room.** Carpet removed and dehumidifiers helping with odor. Water comes in drain in room when it rains. Patti will ask Scott Osgood to take a look at it and see how we should proceed.
 - e) **Budget.** Town was audited and library asked for some information. Director provided.
 - f) **Beres Fund.** It is in general fund and was designated for building projects.
 - g) **Summer Reading programs.** Went well. Already planning for next year.
 - h) **Collection issues.** Many discrepancies in call numbers and spine labels. Director and staff working on cleaning up the collection and computer files. Director also looking at collection and use. Trustees support a judicious weeding of collection to gain as much space as possible. Director to develop a collection development and weeding policy.
 - i) New England College's Project Pericles would like to place work-study students at Tucker Free.
 - j) Library accepting applications for the 20-hour/week position until August 24, 2005.
- 8) **Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 7:55 p.m. with Library Director. Patti moved, Janet seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Discussed personnel and staffing issues. Came out of non-public session at 9:19 p.m.**

Next meeting Tuesday, September 20, 2005 at 7 p.m.

Respectfully submitted by:


Patti Osgood

Minutes
Tucker Free Library
June 14, 2005

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Terry Simkin, Lynn Piotrowicz (library director)

1. Kim Fusco from Sagebrush Corporation presented an informative demonstration on InfoCenter, a library management system. The software is available for \$595 if purchased before July 31. After that, it will be \$995. Wayne moved, Patti seconded that we purchase InfoCenter at a cost of \$595. Motion passed 5-0.
2. Minutes of May 19 accepted as modified. Wayne moved, Terry seconded, passed 5-0.
3. Permanent Loan Agreement: Terry e-mailed Terry Knowles the agreement. We are still waiting to hear from her.
4. Internet Use Policy: We reviewed and revised new policy suggestions. Lynn will rewrite and e-mail trustees drafts of the new policy so we can vote on it at the next meeting.
5. 2005 Budget to-date figures presented and reviewed. Wayne moved, Patti seconded that all future money received from sale of books at the library during the year be added to the general maintenance budget. Motion passed 5-0. Also, Lynn will look at minutes of past meetings to see if Beres' funds were designated for a particular purpose.
6. Treasurer's report was presented
7. Director's Report
 - a. Monies to be accepted: Terry moved, Christine seconded to receive Rotary Donation of \$150. Motion passed 5-0.
 - b. Carpet in Kindergarten Room will be removed by custodian, Paul Hanlon, at job rate of \$15/hr. He will also wash the floor and place carpet outside and transfer station employees will haul it away.
 - c. Bob Pennock arranged for removal of the trees to be hired out at a cost of \$400 with an additional charge of \$150 for removal of stumps. Once removed, Pennock's crew will clean up the refuse, fill the holes, and trim the shrubbery. The work will be scheduled for a Thursday after school is over.
 - d. Larry Matott from Mayo Roofing gave a quote of \$1600 to reflash chimney, install ice and water shield underlayment, install new shingles and check the balance of weaved valley and field of roof for any potential problems and repair as needed.
 - e. Barney Starmer was in to paint door on first floor. Since exposed holes from old doorknob must be filled first, Lynn is exploring several possibilities.
 - f. Screens from back of building have been repaired and installed at cost of \$20.
 - g. Harding Plumbing has repaired the leaking joint on oil tank.
 - h. Charlie MacKenzie is drawing up plans for two benches in front of "New Book Area". The Friends have agreed to fund this project.
 - i. The new Young Adult area is operational. It includes some new materials which were purchased as well as materials from the Junior collection that are more appropriate for this age group.
 - j. Funds from the Friends will be used to purchase paperback editions of books on the HCS summer reading list.
 - k. Director would like to use the Rotary donation to purchase copies of the 2005-2006 Great Stone Face books. Trustees told her to go ahead.
 - l. Received annual Renewal List from EBSCO for purchase of periodicals (\$991.13).
 - m. Summer Reading Programs all prepared. Staff is currently meeting with classes from HCS to discuss the program.
 - n. Three registration spaces are being held for TFL in the Municipal Building Program to be held on 9/21/05.
 - o. A local artisan asked if TFL would be willing to host an art fair this summer. Lynn told person she would seek guidance from the Board. We told director that it is our policy that library only be used for library related functions.
8. Other Business: Wayne is still working on Needs Assessment for Patience Jackson. Lynn and Terry will attend the Rotary breakfast meeting next Thursday.

Next meeting: Tues. August 23.

Janet Higginson

~~CONFIDENTIAL~~

Tucker Free Library Minutes

May 19, 2005

7 p.m.

Present: Janet Higginson, Patti Osgood, Terry Simkin, Lynn Piotrowicz (Library Director), Peggy Ward (Interim Library Director). Christine Anderson arrived at 7:55 p.m.

1. Minutes of April 19, 2005: Patti moved, Terry seconded to accept the minutes as corrected. All approve. (4-0).
2. Peggy Ward reports that new library keys have been acquired, not yet distributed.
3. **Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 7:10 p.m. with Library Director and Interim Library Director. Terry moved, Janet seconded Patti (yes), Janet (yes), Wayne (yes), and Terry (yes). Discussed Internet use. Came out of non-public session at 7:30 p.m.**
4. Budget update. All pre-paid oil used.
5. Permanent Loan Agreement. Terry moves to accept May 10, 2005 draft as modified, Wayne seconds. All approve (4-0). Henniker Historical Society needs to sign and then agreement goes back to Terry Knowles for assistance in moving the document forward legally.
6. Needs Assessment. Wayne to get all our revisions to Ms. Jackson. Lynn mentions that she thinks carpet is still in Kindergarten room. Trustees ask that she check on this and have carpet removed.
7. Treasurer's Report presented by Wayne.
8. Money received. \$30.00 from Jon Clancy on May 10, 2005. Janet moved to accept monies rec'd. Terry seconded. All approved. (5-0).

9. Director's Report:

1. Building Issues

- a. Notice of Surveillance: Spoke with Linda Pandolfia of LGC Risk Management about the need to post a notice on exterior doors about electronic surveillance. She stated that while there is currently no need to post this notification she would highly recommend it. As the law is written now, if some criminal activity should be recorded the tape could not be used as evidence in a criminal trial. So, to protect ourselves she suggests placing a notice on all entryways that states: "VIDEO CAMERA SURVEILLANCE ON PREMISES"

TRUSTEES AGREE AND ASK LYNN TO GET SIGNS.

- b. Roofing follow-up: I have contacted Mayo Roofing. Russ will be over to check the area of the leak and give a quote on any work that may need to be completed to eliminate the problem.
- c. Paul Hanlon installed the screen doors and moved the doors to the attic. He also moved all the doors and items that were being stored in the boiler room. This should eliminate future citations from the building inspector regarding this problem.
- d. Paul Hanlon has cleaned the stairwells and will be applying a wax to the floors to restore some of the original luster. I have asked him to do this on a quarterly basis to maintain the clean appearance.
- e. Staff has been busy dusting and polishing public use areas. Betty Rood has been repairing the blinds that are ripped.
- f. I would like to create and maintain an inventory of the building.
- g. Edmund's is repairing the screen from the Kindergarten Room (\$8.00)
- h. Barney Starmer will paint the door on the 1st floor but is not interested in exterior painting (portico, railing, door, lower windows) or the ceiling in the J/E rooms. *Any suggestions*
- i. Quote of \$250 from Terra Design to trim two Burning Bushes. May we request Parks & Recreation to trim our shrubs as well as the large evergreens on the ends of the building?

TRUSTEES SAY OK TO ASK HENNIKER PARKS & REC TO TRIM AND ALSO ABOUT TREE REMOVAL.

-more-

- j. John Stark NHS students have been asked to help do a spring clean up on the outside of the building. They will meet in early June to set a date.
 - k. Spoke with Ayer & Goss about leaking joint on oil tank. Recommended that we contact a plumber to re-seal the joints. Harding Heating & Plumbing can do the work for \$65-\$75. A related issue: We have used all of our pre-paid oil allotment with the last delivery. Our bill reflects that we were charged \$2.159 cents per gallon as opposed to the \$1.459 rate (pre-paid).
 - l. I have a call in to Charlie MacKenzie about building two benches for the area in front of the new books. I thought perhaps that this would be an excellent project for the Friends to fund since they paid to have the shelves built.
2. Staff Issues
- a. Arranged with LGC to offer a one-hour Blood Borne Pathogens program for the staff on July 1st, 2005 at 9AM. I would like permission to post this at Town Hall to see if any other Departments would like to send individuals to the training. We are also trying to plan a First Aid program for the staff as well.
 - b. I have gathered emergency contact information for all staff members.
 - c. I will be reviewing emergency procedures with all staff the week of May 23rd.
3. Collection Issues
- a. Establish a small young adult area across from circulation desk to see how it would be received. Build this from existing collection and \$300 in new materials.
4. New Dell Computer & Web-based Catalog: John Corbett has been working to install the new Dell Computer in preparation for purchasing the web-based catalog. **TRUSTEES AGREE IT IS WORTH WAITING FOR THIS NEW PRODUCT FOR THE WEB-BASED CATALOG.**
- a. Spoke with our account manager at Sagebrush. Kim Fusco (978-449-0099). If we go ahead with Spectrum Webcat we will have to pay the \$995 for the product and \$995 for the Spectrum Unlimited Licensing (per Kim this product will not work without the Unlimited Licensing) so TFL is looking at \$1990 to get us up and running.
 - b. Kim suggested that we hold off ordering and look at their next generation of product called InfoCentre. InfoCentre will be offered at a special price until July 31 of \$595 (after July 31st the cost goes up to \$995) with an annual support fee of \$495 after the first year. There will be no added cost for converting our system to InfoCentre since we are running Spectrum 5.2 and the upgrade can be completed internally.
 - c. Details on InfoCentre: all applications would be running through InfoCentre. Kim reports that there will be some minor changes in the circulation system but nothing that would impact the patrons. We could also link to popular websites, do icon-based searching (especially nice for the children using the system), Z-Marc allows for easier cataloging for staff, Webconnect/Weblink (one click access to Web and electronic resources from search stations) and unlimited licensing.
 - d. Unfortunately, Sagebrush does not have in place a system where we can run an in-house demonstration for an extended period of time on any of their products. Kim would like to schedule a demonstration for us at the library or through the web.
5. Permission to:
- a. Give two computer monitors located in storage to John Corbett of Henniker Computers so he can donate them to the computer club of a local school **Trustees say yes.**
 - b. Dispose of four boxes of old record albums from storage **Trustees say keep for book sale.**

Tucker Free Library
Minutes of 5/19/05
Page -3-

- c. Inventory and clean out the storage area in attic **Trustees say yes.**
 - d. Set-up a corporate account at Staples **Trustees say yes.**
6. Board Responsibility for Paperwork. We need to designate someone on the Board of Trustees who will have in their possession at home important library documents such as:
Director's Contract
Safe Combination
Employee Emergency Call Lists
Trustees say Chair will take safe combination.
7. Other: Peggy Ward and I met with Laurie Grob on May 17, 2005 to answer questions regarding the Berry, Doon, and Bennett Trusts. Laurie was gathering background information on the trusts to complete his records. We supplied him with copies of all relevant information he requested.
10. Other Business. All agreed that new rather than used computer equipment is best.

Next meeting Tuesday, June 14, 2005 at 7 p.m.

Respectfully submitted by:


Patti Osgood

DRAFT

Minutes
Tucker Free Library
April 19, 2005

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Terry Simkin,
Helga Winn(director); Ruth Jarvis (public visitor)

1. Minutes of March 22, 2005: Terry moved, Janet seconded to accept as corrected and initialed. Passed 5-0.
2. Election of officers: Wayne proposed, Janet seconded the following slate of officers: Terry, chairman; Wayne, treasurer; Christine, vice chair; Janet & Patti, secretary. Passed 5-0.
3. Permanent Loan Agreement: We discussed letter from Henniker Historical Society suggesting a change in the first two sentences under the section "Reason For Change". We agreed to change those sentences in the draft to read "The Henniker Historical Society, in 1995, was granted a 73 year lease by the Town of Henniker for a town building, Academy Hall, at 5A Maple St., Henniker, NH. The Tucker Free Library and the Henniker Historical Society arranged for many of the items of historical interest at the Tucker Free Library to be moved and put on display at the Society's new location at Academy Hall." We will send a note of change to Terry Knowles and a response to the Historical Society.
4. Vandalism: During the night of April 6, 2005, a window was broken in the front door. Helga contacted the police and filed a statement with them. The window has been replaced, first with a temporary glass, then permanently with a piece of matching beveled glass.
5. Library keys & knox box: Since two of the original ten keys are missing, we decided to order two more. Terry will be given a key also. Wayne's name will be placed on the police department's list as the first person to be called in case entry into the library is needed. Terry will check with the fire department to make sure they have a key for the knox box.
6. Needs Assessment Study: We reviewed pages 1.1 through 1.8. Wayne will contact Patience Jackson with our suggestions and revisions.
7. Treasurer's report given by Wayne.
8. Director's Report:
 - a. Violations found by Fire Department during their inspection have been corrected and they will be notified to come and reinspect.
 - b. Both dehumidifiers have been installed by Harding Plumbing.
 - c. Library Web catalogue update: New server for computer has arrived (cost was \$900). Henniker Computer Services will supply and install 2 external backups. (cost for hardware, labor, installation etc. will be \$1536.75). Software for the Web Site still needs to be ordered.
 - d. Peter Flynn asked if we would sell tickets at the library for the Rotary Fundraiser, proceeds from which will go the public libraries in Hillsboro and Henniker. Wayne will call Peter and discuss our reasoning for our policy that states that we do not do fund raising for the library but that we will be glad to accept any money donated.
 - e. Donations: Terry moved, Wayne seconded to accept computer donated by Nate Carmen from Milford. Passed 5-0.
 - f. Friend of Library meeting scheduled for May 25 from 7pm to 9pm. They will formally meet the new director and discuss the summer programs.
 - g. Jerry LoFaro's presentation was attended by about 30 people. Two audios were purchased in his name.
 - h. Monies received (see attached): Terry moved, Wayne seconded to accept. Passed 5-0.
 - i. Helga has shared information with Peggy and has set up a file of information for Lynn, the new director. Peggy will be at the library from April 22 through May 6.
9. Voted to go into Non-public session At 9 p.m. in accordance with RSA:91-A:3,1(a) with library director. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Personnel issues discussed. No action taken. Out of non-public session at 9:35 p.m. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes) to come out of non-public session.
- J. Since this was Helga's last meeting and Wednesday is her last day as library director, we expressed our thanks with a small gift and wished her well in the future.

Next meeting Thursday, May 19th at 7pm.

Janet Higginson

Tucker Free Library Minutes

March 22, 2005

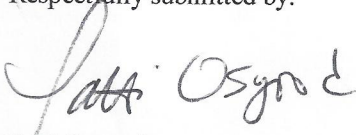
7 p.m.

Present: Janet Higginson, Patti Osgood, Christine Anderson, Terry Simkin, Helga Winn (library director).
Wayne Colby arrived at 7:15 p.m.

1. Minutes of Feb. 22, 2005: Patti moved, Terry seconded to accept the minutes as corrected and initialed. All approve. (4-0)
2. Permanent Loan. Package of all information has gone to Terry Knowles and Henniker Historical Society. Waiting to hear back from both parties.
3. Needs Assessment. Hold for action for next meeting. Still need to follow up with Town to see if they have a copy of the original property survey. If not, going to original surveyor may be an option. (NOTE: Rod Finley of T&M Associates of Lebanon, NH, stamped the original survey and he is still with company that took over when T&M went out of business. Mr. Finley said we should contact Tim Rockwood at 642-3511 and ask if we can get copies of survey data if needed.)
4. Trust Funds. Wayne and Helga have been in contact with Laurie Grob about Town Trusts. Mr. Grob is in process of establishing a database of all Town trusts as a resource. Mr. Grob also told Wayne that Town trust funds have varied in return since a change in NH law allowing more active management. This change in management is expected to bring higher returns in the future. Mr. Grob would be glad to come and talk with us. Wayne will get back to him and also will ask him for advice re: Willis Cogswell Trust.
5. Treasurer's report presented by Wayne.
6. Director's Report: In 2004, library earned and rec'd more money than expected from Trusts (\$729). Building was inspected by Fire Chief and there were minor infractions that will be fixed much sooner than the one year required for compliance. Tax Assessor visited library for ~~re-evaluation~~ ^{revaluation}. Harding Plumbing will install dehumidifiers March 30. Mayo Roofing has been contacted about roof repairs. Library web catalog: still working with Henniker Computer Services. Helga should have more information soon. Reading programs: Read Across America, 14 registered. Read To Me, 19 registered. There will be a book discussion for grades 6-9 on April 1, Ladybug Book Program will run April to November, and Henniker artist/illustrator Jerry LoFaro will present a program on April 13 to celebrate National ~~Book~~ ^{Library} Week.
7. Money received. Janet moved to accept monies rec'd. Terry seconded. All approved. (5-0). See attached.
8. **Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 7:46 p.m. with Library Director. Terry moved, Janet seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Discussed personnel and staffing issues. Came out of non-public session at 8:12 p.m.**
9. Terry moved to make an offer to Lynn Pintrowicz in accordance with draft letter and contingent upon satisfactory criminal background check and references. Wayne seconded. All approved (5-0).
10. **Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 8:22 p.m. without Library Director. Wayne moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Discussed personnel issues. Came out of non-public session at 9 p.m.**

Next meeting Tuesday, April 19, 2005 at 7 p.m.

Respectfully submitted by:


Patti Osgood

Minutes of Trustees' Meeting
Tucker Free Library
Feb. 22, 2005

Present: Wayne Colby, Terry Simkin, Janet Higginson, Patti Osgood, Christine Anderson, Helga Winn(director), Peggy Ward (member of search committee) left at 9:10 p.m.

1. Minutes of Jan. 13: Patti moved, Wayne seconded to approve as corrected (passed 5-0)
2. Wayne moved, Terry seconded to accept Helga Winn's resignation as library director effective April 20, 2005. (motion passed 5-0)
3. Non-public session RSA:91-A:3,II(a): Janet moved, Terry seconded that the search committee, which includes the trustees, library director, and Peggy Ward, to go into non-public session at 7:15 p.m. Votes: Wayne-yes, Terry-yes, Patti-yes, Christine-yes, Janet-yes. Resumes of candidates for library director discussed. Wayne moved, Janet seconded to come out of non-public session at 9:00p.m. Votes: Wayne-yes, Terry-yes, Patti-yes, Christine-yes, Janet-yes
4. Permanent Loan Agreement: Terry will rework agreement and send copies to trustees, Historical Society and Terry Knowles. Helga will give Terry ^{Simkin} copies of Inventory Lists B & C of the Henniker Historical Society Document "Disposition of Items on Archive/Artifact Inventory List as of Sept 15, 1998" to include with agreement. (Inventory list B, which was originally a list of items given by the library to the HHS, was changed to be included with Inventory list C as items permanently loaned to the HHS, per vote by Library Trustees on April 17, 2002 and letter sent to HHS on April 30, 2002).
5. Needs Assessment: It was decided to postpone review of assessment done by Patience Jackson.
6. Director's Report
 - a. Procedure for donations to library will be posted and also given to ^{donors} donors.
 - b. Roof leak: snow & ice were cleared, but roof needs to be examined. Helga will call a specialist to get us on their schedule.
 - c. Chair lift was cleaned and ropes tightened. Recommended repairs will cost \$681.
 - d. Helga purchased new vacuum with a 3-year warranty.
 - e. Jerry Lofaro will present a program on April 13 for National Library Week. In lieu of payment, he would like two audios purchased in his name.
 - f. Janet moved, Patti seconded to accept monies as listed on attached sheet (passed 5-0)

Next regular meeting: Tuesday, March 22 at 7p.m.

Janet Higginson

accepted 2/22/2005

Tucker Free Library Minutes

February 3, 2005

Present: Janet Higginson, Patti Osgood , Wayne Colby, Terry Simkin, Christine Anderson.

Vote to go into non-public session without the Director: RSA: 91-A: 3, I, (a) at 7:07 p.m. Terry moves, Janet seconds, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine, (yes).

Personnel matters discussed and came out of non-public session at 8:15 p.m.

Next meeting: Tuesday, Feb. 17, 2004 at 7 p.m.

Respectfully submitted by:


Patti Osgood

accepted 2/22/2005

Minutes
Tucker Free Library
January 13, 2005

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Terry Simkin,
Helga Winn(director)

1. Minutes of Nov. 16, 2004: Wayne moved, Janet seconded to accept as corrected and initialed. Passed 5-0.
2. Permanent Loan: Terry presented draft of petition for permanent loan agreement. We will make changes and suggestions to Terry via e-mail.
3. Library Vacation Policy: Wayne moved, Patti seconded to accept changes in vacation policy as discussed at last meeting (see attached). Passed 5-0.
4. Building Needs Assessment: Terry moved, Patti seconded to establish a building study committee. We will continue discussion of needs assessment report at the next meeting.
5. Treasurer's Report: Wayne is still working on the final figures for the year.
6. Director's report:
 - a. Helga presented budget to Budget Committee.
 - b. Received letter from Peter Flynn regarding insurance needs for library and a representative stopped by to look at the building in order to assess its insurance needs.
 - c. Heating renovations in J room completed. Charlie MacKenzie did finish work to hide the pipes.
 - d. Helga purchased dehumidifier for Kindergarten room. Sam Harding will hook it up.
 - e. Electrician, Marc Aucoin, checked wiring for plug in Kindergarten room for dehumidifier and performed other minor repairs.
 - f. Elevator and chair lift were inspected by State. Chairlift needs some minor repairs for which we are on a waiting list
 - g. Helga showed us a Proclamation presented to library by Selectmen in honor of library's 100th birthday.
 - h. Children's Book Week treasure hunt and Christmas Craft for children were well received.
 - i. Adult Book Discussion was enjoyed by the people who attended (7-11 people each time).
 - j. Two programs planned for the Spring are Read Across America and Read To Me.
 - k. Monies received (see attached): Terry moved, Christine seconded to accept monies. Passed 5-0.
7. Other business: Terry reminded us of need to draft a notice regarding donations to give to people who donate books to the library.
8. Voted to go into Non-public session ^{at} 8:25 p.m. in accordance with RSA:91-A:3,1(a) with library director. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Non-public session without library director at 8:45 p.m. Personnel issues discussed. No action taken. Out of non-public session at 9:30 p.m. Wayne moved, Janet seconded to seal minutes of non-public session. Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes).

Next meeting: Thursday, Feb. 17

Janet Higginson