

Agenda  
Chamberlin Free Public Library  
Board of Trustees  
April 8, 2019 @ 6:30 pm

1. Review of Minutes from March 11, 2018 meeting
2. Accounting: Treasurer's report
3. Circulation statistics:
4. Personnel issues
5. Systems
6. Old Business

Zachary Cassidy and Inventory

7. New Business

- a. Grants received

George Sateriel – Summer Reading

NH One Room Schoolhouses – May 29 – 6:30

- b. New treasurer on TD and HealthTrust accounts

8: Other

## March 11, 2019 Library Trustee Meeting

Present were Marshall Buttrick, Adam Mueller, Dick Bickford, Paula Miller, Charles Brault and Diane Steele.

Review of February 11<sup>th</sup> minutes found an error, which Paula will correct. Minutes approved.

The Treasurer's report was accepted. Marshall said he didn't have the final figures because the Budget as yet to be approved at the Town Meeting this coming week.

Marshall wanted us to know that the library has an expanded trust account in the amount of \$4,000+, set up in 1998 for computerizing the library by the town at town meeting. Through an audit it has been discovered the trust has been closed out. The money will go back to the town.

Circulation for February was average.

Courtney went to a reading night at Highbridge Hill Elementary. She gave out 31 library cards. Diane will be out the week of March 18<sup>th</sup>.

Systems are running well. Zachary Cassidy is almost done. He just has videos and adult paperback books to do.

Charlie said the Nashua River Watershed program is tomorrow night. He already has George Sateriel (magic) signed up for the summer reading program. A program called NH One Room Schoolhouses will be May 29<sup>th</sup> at 6:30pm. The program is free, but we need to pay for transportation.

Discussion was held on a new treasurer. Elections are tomorrow, so we will wait until after elections, and at the next meeting the board will pick their officers. Marshall said he will be coming in for a couple months to help the new treasurer.

Charlie is going to a NH Labor Law Seminar/Workshop April 25th, at the Woodbine Inn.

Marshall questioned the ceiling flaking over by the windows. It was caused by the upstairs radiators leaking.

Next meeting will be April 18<sup>th</sup>.

Meeting adjourned.

Paula Miller  
Secretary

## March 2019 Circulation Report

Item type	Issues/Renews	Prev Mo	Web Site Activity		Prev Mo
			Unique visitors	2198	1830
AUD CD	33	24	Number of Visits	3425	3295
BIOG	4	8			
COMPUTER	81	82	<b>Genealogy Database Activity</b>	69	87
E	35	46			
E BOARD	3	15			
EZ	49	29	<b>Patrons</b>		
F	188	207	Adult	695	588
ILL	208	169	Juvenile	92	73
J PBK	3	6	ILL/DB/Ebooks	433	308
JF	34	38	<b>Total</b>	<b>1220</b>	<b>969</b>
JNF	8	9			
LP	20	29			
MUSIC CD	8	7	<b>Ebsco Databases</b>	74	82
NF	41	23			
P	20	22	<b>NH Downloadable</b>	71	74
PBK	7	3			
VID	185	160	New adult/ILL patrons	7	4
YA	18	23	New juvenile patron	6	2
REALIA	1	3	New nonresident		
			Student	24	3
			<b>Total</b>	<b>37</b>	<b>9</b>
			<b>ILL Borrowed</b>	104	85
Databases	151	169	<b>ILL Lent</b>	104	67
Ebooks	74	74	<b>Total</b>	<b>208</b>	<b>152</b>
<b>Total</b>	<b>1171</b>	<b>1146</b>			

# April 1, 2019 Financial Report

	Budget	Spent
Wages	97,160	24,365.26
Cleaning	2,400	719.05
Payroll taxes	7,616.34	1,914.60
Health Insurance	12,350	4,113.40
Dues & Association	100	25.00
Education	110	0
Media	13,500	4,106.03
P.O. Box	175	0
Postage	100	0
Programs	1,750	635.55
Safety	200	24.84
Service Contracts/Repairs	400	0
Supplies	1,000	174.84
Equipment	750	0
Telecommunications	1,700	366.37
Grants	0	0
Rebates & Refunds	0	0
	0	0

## Special Account:

Balance 1/1/2019 1684.17    Income 282.70    Expenses 300.00    Balance 4/1/2019 1,666.87

Certificate of Deposit 3,850.02    Certificate of Deposit 4,699.91

Certificate of Deposit 11,621.60

Corrected

February 11, 2019 Library Trustee Meeting

Present were Deb Spratt, Marshall Buttrick, Paula Miller, Adam Mueller, Dick Bickford, Charles Brault and Diane Steele.

The minutes from the January meeting were read and approved. The treasurer's report was reviewed and approved.

Circulation has been up and down, but that is normal. Usage of copying and faxing is up.

Charlie said the Koha upgrade went fine. Koha is the library check out system.

Zachary Cassidy is more than half way done with inventory.

Charlie mentioned that passes to the Science Center were only used three times. The board decided we should try it for another year, so we'll get two passes for \$250.00. Charlie also said he would look into passes for the McAuliffe Center.

Charlie said the State Report is done and he sent it in. The AARP tax people are at the library every Friday until April. Adam mentioned the "spot fraud program" AARP has and thinks we should see about it being presented at the library.

Deb reached out to the board to see who is interested in being the treasurer next year. It will be discussed at our next meeting.

Our next meeting is March 11, 2019

Meeting adjourned.

Paula Miller  
Secretary