

No Quorum

Agenda  
Chamberlin Free Public Library  
Board of Trustees  
March 9, 2020@ 6:30 pm

1. Review of Minutes from February 10, 2020 meeting
2. Accounting: Treasurer's report
3. Circulation statistics
4. Personnel issues
5. Systems
6. Old Business
  - State report
7. New Business
  - a. Corona Virus policy
  - b. Meet & Greet w/ State Senator Levesque March 31, 2020
  - c. Library nametags
  - d. 2019 budget surplus
  - e. Emergency lighting
8. Other

Chamberlin Free Public Library

Board of Trustees Meeting, February 10, 2020

Present were Dick Bickford, Deb Spratt, Paula Miller, Charles Brault and Diane Steele.

Minutes from the January meeting were read and approved.

Treasurer's report was read. Charlie said we are all set for the auditors. Deb has signed final papers for TD Bank. Charlie presented a letter to the board designating him as the signer on the TD Bank accounts. It was read, approved and signed by Dick Bickford, Chairman.

Circulation was up from last month. Charlie said he bought extra memory for the server. He has placed the monitor for the server on the wall.

Charlie has submitted our report to the town for the Town Report. He closed out one of the CD, and added it to the Special Account balance. This was done to avoid maintenance fees.

Charlie has completed the State Library Report and he will email a copy to us.

Diane said 24 people arrived to have their taxes done. The over flow were signed up for next week.

Dick Bickford has resigned from the Board. We will miss you Dick. Judy Wilkins has signed up to be on the ballot in the March election.

Deb asked about new programs, and mentioned having the Shakespeare Project return at Christmas, or a different program at another time of year. Charlie has contacted two other people for possible programs.

Meeting adjourned.

Paula Miller, Secretary

# Budget Report: Chamberlin Free Public Library

as of March 2, 2020

Checking Account		<b>\$24,818.56</b>
Special Account		<b>\$5,954.84</b>
CDs		<b>\$15,641.68</b>

	Budgeted	Spent	Remaining
Benefits	\$13,300.00	\$3,308.85	<b>\$9,991.15</b>
Cleaning	\$2,580.00	\$442.60	<b>\$2,137.40</b>
Dues	\$50.00	\$50.00	<b>\$0.00</b>
Education	\$110.00	\$0.00	<b>\$110.00</b>
Equipment	\$750.00	\$257.48	<b>\$492.52</b>
Media	\$13,500.00	\$2,839.08	<b>\$10,660.92</b>
Payroll Taxes	\$7,616.34	\$1,351.97	<b>\$6,264.37</b>
Post Office Box	\$175.00	\$0.00	<b>\$175.00</b>
Postage	\$100.00	\$0.00	<b>\$100.00</b>
Programs	\$1,750.00	\$694.27	<b>\$1,055.73</b>
Safety	\$200.00	\$4.00	<b>\$196.00</b>
Salaries	\$101,500.00	\$17,230.01	<b>\$84,269.99</b>
Service Contracts	\$300.00	\$0.00	<b>\$300.00</b>
Supplies	\$1,000.00	\$259.68	<b>\$740.32</b>
Telecommunications	\$1,500.00	\$140.26	<b>\$1,359.74</b>
<b>Total</b>	<b>\$144,431.34</b>	<b>\$26,578.20</b>	<b>\$117,853.14</b>

## February 2020 Circulation Report

Item type	Issues/Renews	Prev Mo	Web Site Activity		Prev Mo
			Unique visitors	7487	4573
AUD CD	23	29	Number of Visits	11421	6800
BIOG	5	8	Facebook	1786	1805
COMPUTER	87	92	<b>Genealogy Database Activity</b>	55	39
E	57	31			
E BOARD	1	2			
EZ	21	14	<b>Patrons</b>		
F	170	195	Adult		597
ILL	128	165	Juvenile		78
J PBK	2	3	ILL/Ebooks	186	250
JF	26	19	<b>Total</b>	<b>372</b>	<b>1052</b>
JNF	3	11			
LP	35	47			
MUSIC CD	0	1	<b>Ebsco Databases</b>		42
NF	23	24			
P	26	31	<b>NH Downloadable</b>	58	85
PBK	1	13			
VID	181	139	New adult/ILL patrons	3	8
YA	12	12	New juvenile patron	1	1
REALIA	0	0	New nonresident	3	0
			Student	1	0
			<b>Total</b>	<b>8</b>	<b>9</b>
			<b>ILL Borrowed</b>	59	80
Databases	55	81	<b>ILL Lent</b>	69	85
Ebooks	58	50	<b>Total</b>	<b>128</b>	<b>165</b>
<b>Total</b>	<b>914</b>	<b>967</b>			