

**NEW DURHAM LIBRARY  
BOARD OF TRUSTEES**

**Minutes  
February 3, 2009**

The meeting of the Board of Trustees of the New Durham Public Library was called to order at 6:30 p.m., at the library, by Chairman Richard McCormack. Trustees present were Tom Swett, Fred Quimby, and Lee Lilljedahl. Also present were Library Director, Max Crowe, and Diane Thayer, EXPLORE program volunteer.

**Approval of Minutes.**

*On a motion by Tom, seconded by Lee, the minutes of the January 6, 2009 meeting were approved as presented. Fred abstained.*

**Financial Report.** *Treasurer Tom Swett reported the Trustee account balance is \$2,953.75, the operating expense account balance is \$6,737.29, and there is \$100 in the petty cash fund.*

*On a motion by Fred, seconded by Lee, the financial report was accepted as presented.*

**Report of Library Director Max Crowe.**

- **Library Statistics.** Max stated that January is usually a slower month, but added there was still growth over last year. He noted that computer usage was down slightly because one computer was out of service for part of the month.
- **Town Report Update.** Max said the library report had been turned into the town and to the state.
- **Non-Fiction Weeding.** Max commented that he has been weeding out the non-fiction stacks, meaning more updating the materials, rather than deleting. And he's about one-third done.
- **KOHA Update.** He said we've had a good response to the on-line catalog.
- **Audio Book Downloads.** He added there is a small number of people using this service, but that they use it alot; he will include this in the statistics for next month.

**New Business.**

- **EXPLORE Program Brochure.** Diane Thayer outlined the EXPLORE program and said it includes various adult education classes, plus GED classes. She said the program began with a group of volunteers in Farmington who wanted to offer classes to the adult community in northern Strafford County; since then the program has suffered some problems and is now offered through the libraries in Milton and Farmington. She asked if the New Durham program could be under the New Durham library. She pointed out that she and Max have been working together to put out the brochure, and that the town recreation department is also included in the brochure. She added this is a non-profit organization, and that costs for printing and mailing the brochure are covered mostly through fund raising efforts and donations. She asked that the library trustees act as the fiscal agent for the program and that the library serve as its New Durham home.

*On a motion by Tom, seconded by Fred, the Board voted unanimously to help keep the EXPLORE program going in town and to have the library act as home and fiscal agent to the program..*

- **Ed Emberly at FoxTale Books.** Max reported that author Ed Emberly will be at FoxTale Books on February 14, and said if space becomes an issue at the store, the program will be moved to the library.

## **Old Business**

- **Budget Update.** Max said the selectmen didn't agree with all of the trustees' suggested changes to the proposed budget, and the town recommended an operating budget of \$17,550.
- **AED Box.** Tom reported the box would cost more than anticipated, and that he noticed in other places the equipment is hung on a hook with a sign, so it's visible. He said he'll take care of this display.

## **Pending Projects**

- **Back Door.** Max will contact Mark Fuller about plowing the area by the back door.
- **Trim Replacement.** Richard said he's still getting quotes for the job.
- **Fan Replacement.** Tom noted that the ceiling fan in the childrens' room is bad, and recommended replacing both ceiling fans at the same time. Max will take care of this.
- **Library Sign.** Richard said there should be a sign listing library hours. There was some discussion about the old sign, which might be repainted, or getting a new sign, and having the sign hung outside the door.

**Next Meeting:** The next meeting is Tuesday, March 3, at 6:30 p.m.

**Adjourned:** On a motion by Tom, seconded by Fred, the Board voted unanimously to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Lee Lilljedahl  
Secretary