

**New Durham Library
Board of Trustees**

Minutes
May 13, 2008

The meeting of the Board of Trustees of the New Durham Public Library was called to order at 6:30PM, at the library, by Richard McCormack, chairman. Trustees present were Tom Swett and Fred Quimby. Also present was Max Crowe, the Library Director.

Approval of the minutes: The trustees present decided to table the discussion of the minutes of April 1, 2008 until the next meeting in order to allow all Trustees to participate.

Financial Report: Treasurer Tom Swett presented the financial report for the period ending May 13, 2008. Fred moved and Tom seconded to accept the report as presented. The motion was approved unanimously.

Old Business: Kevin Jenckes, an instructor in AED and CPR, is willing to train the library staff in the use of the AED as well as CPR technique. The cost will be \$35.00 per person and the class can hold 6-8 students. The library staff will have their fees paid by the Trustees but others desiring training should pay their own fees. The purchase price of the AED machine is \$710.00, a second set of paddles will cost \$50.00 and a mask will cost \$30.00. The total cost of the equipment and training will be \$905.00. Tom moved that \$905 be appropriated from Trustees funds for this venture. Fred seconded the motion which was approved unanimously.

New Business:

New Library Sign: Max presented the quotations from two sign makers, Hume and Renaissance Sign, for the construction and installation of a new sign for the library. The style will be that of the Chichester Town Library although Renaissance Sign recommended and the Trustees agreed that the New Durham Library sign be smaller (approximately 80% of the Chichester sign). The estimate from Hume was \$2300 which included wooden posts. The estimate from Renaissance was \$1668 for a sign with wooden posts and \$2362 for granite or cedar posts. The latter two construction materials would allow the sign to be erected immediately without the 6 month wait required before painting pressure treated wood. Tom mentioned that the town may want to construct a stone wall in front of the library similar to the one across the street in front of the Town Hall. If so, the granite posts would be preferred. Tom will inquire. All Trustees favored the granite posts if the stone wall is to be constructed. All Trustees favored the bid by Renaissance Sign. Tom moved and Fred seconded a motion for the Trustees to appropriate half the sum of \$2362 for the sign, providing the Friends of the Library fund the other half. The motion was approved unanimously. Max will now meet with the planning board to discuss the details of the sign's size and placement. Max, Richard and

Fred will discuss the details of this discussion with the Friends of the Library immediately following the Trustees meeting.

Library Closure: Tom moved and Fred seconded a motion to close the library for the day June 2, 2008. The entire library staff will be attending Max Crowe's wedding. The motion was approved unanimously.

Trustees Meeting June 3, 2008: Richard will be unable to attend the meeting on June 3 and Tom agreed to serve as chairmen for that meeting.

Report of the Library Director, Max Crowe

All the statistics for the month of April were up

Poetry night on April 11, 2008 was a huge success. Max was pleased at the town's response and plans to repeat this event.

The summer reading program will begin on June 9 and continue for 6 weeks. Marion Martens, a teacher from the elementary school, will assist the library staff. This summer's event will feature the country of Australia and Max is looking for Australian coins.

Max is organizing a teen reading event for the fall of 2008. Max noted that the teens use the library heavily following school each day, especially the 4 computers. There was a discussion about the possibility of purchasing two inexpensive laptops, to supplement the 4 desktops, which could be taken to any part of the library and save space.

KOHA (on-line catalog) is moving quickly and a trial system should be available for the library staff to use and refine within 2 weeks.

Website via Joomla (a content management system) will also be coming to the library soon. Max has taken a course on the use of this system and hopes both the website and KOHA will be ready for public use August 31, 2008.

Adjournment: Fred moved and Tom seconded a motion to adjourn at 6:50PM. The motion was approved unanimously.

Respectfully submitted,

Fred Quimby, Acting Secretary