



Weare Public Library
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Board of Trustees
Raymond J. Kelly, Chairman
Susan Morin, Treasurer
Terri Wahnowsky, Secretary
Paul Marsh, Alternate
Jill Tacy, Alternate

Christine Hague, Director

DRAFT
Weare Public Library Trustees Meeting Minutes
May 1, 2008

Present: Susan Morin, Terri Wahnowsky, Trustees; Paul Marsh, Jill Tacy, Alternate Trustees;
Christine Hague, Director

Treasurer Morin called the meeting to order at 6:35 PM. The minutes of the April 9 meeting were accepted as written.

Public Hearing

A public hearing came to order at 6:42 pm. A generous gift of \$500 for books was received from Ms. Joyce Zyla. Director Hague will send a note of thanks. Treasurer Morin made a motion to accept funds donated to and generated by the Library totaling \$1,617.39 (see attached). Alt. Marsh seconded the motion. The public hearing closed at 6:45 pm.

Reports

Library Director's Report to Trustees, April 2008: The Director's Report was discussed. Dir. Hague reported that the library is down one computer due to a virus; John Corbett is repairing it. However, replacements would benefit patrons and staff. Dell has given the library an estimate of \$2,809.26 for three replacement computers with monitors, which can be funded by the Library Computer Replacement Capital Reserve Fund. Once the replacements are in place, Dir. Hague will shop around for new software, upgrading from Windows 2000 to Windows XP and Office 2003.

Trustees' Report – Bylaws: Treas. Morin motioned to accept the Bylaws with typos corrected. Sec. Wahnowsky seconded the motion and will email a final copy to all with the effective date of May 1, 2008.

Old Business

Investment Policy: Dir. Hague suggests looking at the Webjunction site for sample policies and continuing discussion at the next meeting.

New Business

Cora Ciampi Retirement: Cora's resignation letter was read and Alt. Marsh moved to accept her resignation with regrets and best wishes. Treas. Morin seconded. Alt. Marsh asked Secy. Wahnowsky to write a letter of acceptance to Cora, recognizing her for 12 years of service and

commending her for being voted Children's Librarian of the Year in 2008. Thursday, July 24 will be Cora's last day. The staff will host a dinner to which the Trustees will be invited.

Unused vacation pay: Dir. Hague wrote a memo to Fred Ventresco asking for the town's help with the funds in 2008 Article 26 in paying Cora's unused vacation, which, at the time of her retirement will total three weeks at \$1,667.71.

Selection Process & Criteria: Dir. Hague shared the Children's Librarian job description and important criteria checklist. All agreed that we need a good ambassador for the town and the library. Alt. Marsh suggested adding "has successful experience working with children" to the important criteria, as well as encouraging candidates to submit photographs of displays they created, descriptions of programs presented to children, and other examples of service to children.

In the job description under Cognitive and Sensory Requirements, number 1, revise to say "ability to hear and understand patrons and staff." Dir. Hague suggested revising Qualifications to read, "Ideal candidate will have college degree and training in library skills. Equivalent experience considered." Dir. Hague agreed to prepare packages of material to send to interested applicants and will be sure to highlight no health benefits.

Interviewers: Dir. Hague proposed that she and Cora Jo and one Trustee should do the interviewing. Alt. Marsh volunteered.

Wage Scale: The Trustees agreed on a range of \$13 to \$15 per hour for a new Children's Librarian, depending on experience, etc.

Other

Window Shades: The current shades are the wrong size for the new windows. Dir. Hague asked Trustees if she could use some of the money donated by Mr. Lyon for new shades. She was able to get a discount at Goffstown Hardware for about \$140. Alt. Marsh moved to spend up to \$170 for new shades and hardware if needed. Secy. Wahnowsky seconded the motion.

Mamakating Contract: Per Carl Goodman of Mamakating Electric, the fire alert equipment needs to be tested twice per year. They propose to do these tests for \$600. The Joint Loss Committee requires an annual inspection of all buildings. Treas. Morin wants to know if twice a year is necessary. Dir. Hague will ask Chief Richards his recommendation and requirements and will bring them to the June meeting for further discussion and decision.

Next meeting: June 5, 2008, 6:30 pm.

Meeting adjourned at 8:55 pm.

Respectfully submitted,

Terri Wahnowsky
Secretary
/att.

Weare Public Library
Hearing to Accept Funds
May 1, 2008

Source	Purpose	Amount
NH Humanities Council grant	NHHC Lecture	\$205.00
Joyce Zyla	Book purchase	\$500.00
Bessie Myhr	Landscaping	\$700.00
Income generating equip.	Books, supplies	\$23.36
Donations	Books, supplies	\$89.03
Anticipated income generating	Books, supplies	\$50.00
Anticipated donations	Books, supplies	\$50.00
Total		\$1,617.39