

MINUTES OF THE ANNUAL MEETING OF THE SOUTHERN NH LIBRARY COOPERATIVE

May 4, 2015

7:00 PM

Location: Kimball Library, Large Meeting Room, Atkinson NH

Call to Order: The Meeting was called to order at 7 PM. Everyone took a turn around the table introducing themselves and stating where they reside. A Sign-Up Sheet was passed around the tables with names, towns and email addresses. It was decided to list these in the minutes and also the names of those not in attendance.

Trustees and Directors attending this meeting:

Cobb, James	Atkinson	KL-JCC@myfairpoint.net
Doughty, Wendy	Atkinson	Wendy.doughty.halo@gmail.com (Alternate)
Finn, Marnie	Atkinson	mfinn111@comcast.net
Jette, Linda	Atkinson	lsjette@hotmail.com
Phair, Alan	Atkinson	APhair@aol.com
Winsett, Anna	Atkinson	anna.winsett@att.net
Heer, Diane	Atkinson	director@kimballlibrary.com
Kiarsis, Jennifer	Plaistow	jypsyjenn@gmail.com
Vinton, Cab	Plaistow	director@plaistowlibrary.com
Owens, Tina	Sandown	towens@sandownlibrary.us
Skora, Adrienne	Sandown	askora@sandownlibrary.us
Stock, Pete	Sandown	pstock@sandownlibrary.us
True, Diana	Sandown	dtrue@sandownlibrary.us
Corbett, Kirsten	Sandown	director@sandownlibrary.us

Trustees absent from meeting:

Blair, Luann	Plaistow	animalhouse1@comcast.net
Peck, Jim	Plaistow	jimbo206@comcast.net
Query, Jane	Plaistow	w.query@comcast.net
Willis, Catherine	Plaistow	cdwillis@comcast.net
Stafford, Carol	Sandown	cstafford@sandownlibrary.us

Minutes Review: The Minutes from May 13, 2014 were reviewed and corrected as follows:

The second sentence should read annual meeting and not regular meeting

The second sentence should read Board of Trustees and Directors and not just Trustees.

The second sentence should read called to order by Tina Owens.

Since D. Hoadley was not in attendance, her name will be removed in the minutes except to add her to the list of absent trustees.

The list of Trustees attending the Meeting should have no apostrophe in the word Trustees.

The count of the votes will be changed in both places to 8-0. (Abstaining from a vote is not the same as being absent. To abstain from means to refrain from voting and you can only refrain if you are actually present.)

The minutes should end with standard closing of "Respectfully," and the name of the writer, in this case, Tina Owens.

Alan Phair motioned to accept the minutes as corrected. Pete Stock seconded and the motion passed unanimously.

Update from the Directors:

First Diane Heer responded to a question about staff training. She explained Staff Training for the Catalogers has been done and they network well and talk frequently for consistency. More formal training for the rest of the staff is being considered. There was a Customer Service class put on by the Local Government Center; the speaker was very good; the class was free and well received. This speaker no longer is affiliated with LGC.

When the Directors meet once a month, they discuss concepts regarding building Friends of the Library, Technologies, problem solve, and trustee issues. Play-away was discussed and Diane noted the some vendors will give discounts for even two libraries so not every town has to buy. Different vendors are considered as are different websites. Diane said that some vendors do not have Coop prices and that sometimes the State negotiates prices. She said that our cooperative is not very big so we do not have much leverage. Budget constraints were mentioned along with possible changes in hours and service.

- Cab – Statistics

The Usage of patrons in other libraries continues and the Directors are pleased with the percentage of 1 in 7 after three years in existence. The glitches have been worked out and the numbers were discussed in detail. Cab explained the saving on cataloging...what is done in one library makes a duplicate in the other libraries go much quicker! Cab's pages of Statistics are included with these minutes.

- Diane – Business Plan (cost savings)

When asked about Sunday hours, Diane said that no member of our Cooperative has Sunday hours. While few libraries in NH do have Sunday hours, Windham does with a separate staff just for Sundays and are open 1-5 generally. We are all facing budget cuts and/or zero funding increases in our towns so the voters are unlikely to support extending and hours. We feel we have enough hours to help those working out of town or just long hours to get to the library on nights and Saturdays. Benefits from the state collection, and movies and music are most likely to be used by other town patrons. The focus on specialties takes lots of legwork Cab explained. Diane said that each library pull its own with the Online stuff and Audio books. Diane explained the many resources used to buy items. Diane was pleased to point out that our Cooperative

was able to negotiate a better contract with ByWater than the state did and that a big advantage is that we are able to contact ByWater directly without having to go through the state first. IT cost and benefits were reviewed and were individual to each library.

- **Kirsten – Policies and Programming**

The fines have been increased from last year; all agreed the cost to replace are much more now. The Museum Passes can be picked up now 1 hour before the library closes if available. The process of obtaining the passes was explained as well as the benefits such as reduced rates on special exhibits. Sandown is going to test a Reimbursement System so people can just go and get reimbursed later by showing receipts. They will keep statistics and share what happens. The Home Bound Service in Atkinson was explained by Diane. She designates a staff member to work with the patron. Once the needs are determined the items are put into a bag and Elder Services comes to pick up the bag and deliver it to the patron. There are no fines charged for the longer time these items are out of the library. There are no insurance costs. Sometimes volunteers bring books to family and friends. There are a few restrictions. The availability of this service is advertised by information Elder Services have in their transport vehicles and in the Welcome Packet that our Friends group put together for new residents.

There was a lengthy discussion on Young Adults and how to draw them to the library. An example was made of Kathy Watson, Youth Director in Atkinson who won the CHILIS award this year. She actively “Courts” them. Besides really enjoying them, she works closely with the schools; she runs a Volunteer Program with mostly teens; she puts on lots of creative programs, has a Reading Buddy Program where the older kids help/interact with reading with younger kids; just keep working really hard with lots of different attractions. Other Programming ideas discussed were the sharing of costs such as the Writer’s Program two part series shared by Plaistow and Atkinson (first one held in Atkinson and the second half in Plaistow); Cooking Themed Programs which are very well attended; Local Authors, Local Artists and Photographers also were a great resource for programs. It was an enthusiastic discussion and it was agreed we could do amazing things together. It was also agreed Programming would be an ongoing topic in Director’s discussions.

Update on 3.18 Koha Upgrade:

- Diane noted that there was a blip with the latest upgrade but that is to be expected...fingers are crossed at each upgrade. Upgrades happen twice a year which always bring better features such as Overdrive now which is a nice feature. She said that we are quite small in the big picture so we don’t have the power lots of money to spend would give us.

Review of Current By-Laws:

- It was noted that SNHLC is open to having other libraries join. Hampstead was discussed and all agreed it would be a suitable match and asset. Since there will be a new person hired, we will ask to put in a plug to hire a person willing to take on this big project.

Old Business: There was none brought forward.

New Business: There was none brought forward.

Other: There was none brought forward.

Date for Next Meeting: The time of once a year was kept with the caveat of holding a special meeting if needed. The date was set for **May 2, 2016 in Plaistow.**

Alan Phair motioned to adjourn. Tina Owens seconded and the meeting was adjourned at 8:57 PM.

Respectfully submitted,

Linda S. Jette