

HARWINTON PUBLIC LIBRARY

<http://www.harwintonpl.org>

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UNAPPROVED

Minutes of the Library Board of Trustees Meeting

Monday, April 4, 2011

- The meeting was called to order at 7:00 pm.
- Public input: none.
- Secretary's report
- Treasurer's report
 - Tom to figure out the gain in value for the Labrecque and Weingart accounts
 - Decided that we will consider \$600 (6% of \$10000) the amount that can be spent on books due to gains on the contributions
 - Leslie to send a note to Mr. Labrecque regarding the purchase of books against his endowment
 - Mac to check with Fidelity regarding security on the Fidelity accounts
 - Discussion on security in Stasia's office - decision to table until a future meeting
- Librarian's report
 - Budget hearing is next week, 4-14. Need as many Board members as possible.
 - Budget meeting is 5-17
 - Interviews will start for the open library position next week. We have 3 resumes.
 - Visits to libraries
 - Purpose is to look at the planning of space and children's departments at the different libraries
 - Leslie to distribute a list and those who are interested will sign up.
 - Leatherman program was cancelled and may be rescheduled for the Fall
 - Constant Contact has been sent to about 350 patrons
 - Bob Walker is working on getting all the files back for the office PC
 - Discussion on the Overdrive EBooks program
 - Downloadable music, books and video
 - We will be competing with the rest of Hartford County to borrow the books
 - Motion by Tom to authorize Stasia to sign up for Overdrive at a startup cost of \$3825 and \$1725 yearly thereafter; unanimous
 - Motion to accept the Librarian's report; unanimous
- Committee reports
 - Art – no report
 - Finance – no report
 - Computers – no report
 - Fundraising
 - Tom and Stasia attended a workshop – it is important to study your donors and figure out your retention rate
 - Every donor should get a phone call follow-up
 - Don't miss an opportunity to public thank them
 - Average number of donors is per year is 240-260
 - Approximately 60% of our donors are non-repeat donors
 - Investment – no report
 - Property – no report
 - Building
 - Membership
 - Discussion on the possible new members
 - Correspondence
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RECEIVED FOR RECORD AT HARWINTON, CT
ON 5-3-11 AT 8:30 AM
ATTEST: PATRICIA K. WILLIAMSEN, TOWN CLERK