

Library Trustees Minutes

11/30/06

Minutes from the WPL Trustees meeting on November 30, 2006.

Present: Tom Cyr, Roberta Gallant, Ruth Blake, Jon Willard and Sherri Johnson.

Absent: Brigit McCallum, Dee Barker.

In Brigit's absence, a Chairman pro tem was selected. Tom was nominated by Bobbi. 2nd Jon. Approved 4-0.

A motion was made to approve minutes from October meeting by Jon. 2nd Bobbi. Approved 4-0.

Librarian's report: Ruth wanted to add that an electrician will be coming to replace/fix non working lights in the building.

Financial report: We are still missing reports from July, Aug., and October. From our own records everything is on target.

Building Committee report: A workshop meeting has been planned for Dec. 18th, to focus on grant writing. A mass mailing to patrons was recently accomplished. The focus this next year will be primarily toward finding private donors.

Friend's report: Next meeting to be held on Jan. 1, 2007. A walk-a-thon is being planned for late Spring.

Old Business:

1. The tabled item of the regulation of public computer uses remained tabled.
2. Problem with excessive SPAM on library accounts was discussed. Motion was made by Jon to research SPAM blockers himself and bring a recommendation to the next board meeting. 2nd Tom. Approved 4-0.
3. ALA minimal information keeping policy remains tabled until the policy can be located and reviewed. Ruth will find a copy and forward to all board members.

New Business:

1. Policy to upkeep patrons records: There is an on-going system of a yearly review where patrons numbers will be flagged for an update. Non users of several years are being assessed. A new policy of deleting a patrons file after 3 years of inactivity was proposed . A motion to direct the librarians to develop a written procedure to maintain patron data and present it to the board for review, was made by Bobbi. 2nd Tom. Approved 4-0.
2. We tabled the election of officers until Brigit could be present. Motion to do so by Jon. 2nd Bobbi. Approved 4-0.
3. Ruth discussed frustrations of having several computers operating under different systems. Would like them all to be consistent. A motion was made by Jon to install "Open Office" for staff computers at this time, for a trial period. If it does not meet staff needs, the issue can be redirected to the board at a later

date. 2nd Bobbi. Approved 4-0. Tom will install this program.

4. Web site discussion remained on the table .A motion to create a web site content sub committee to evaluate and recommend changes to the web site was made by Jon. 2nd Bobbi. Approved 4-0. Sub committee to report back to the board in 6 months.

5. Members of this sub committee to include Jon, Tom, Bobbi, Ruth and any other interested persons. Motion made by Jon. 2nd Sherri. Approved 4-0. Notice will be put on bulletin board to make patrons aware of this opportunity. This committee will meet on Dec. 28th, following the regularly scheduled Trustees meeting.

6. Annual report is due in Jan. To be discussed at next meeting.

7. Library Open House will be held on December 9th from 9-3. A special photography workshop will be held at 1:30.

8. Next meeting to be held Dec. 28th at 7PM.

Motion to adjourn made by Sherri. 2nd Tom. Approved 4-0.

Respectfully submitted, Sherri Johnson