



stones for the island in the library parking lot. The board thanked Ann for her efforts. **Upon motion by John, seconded by Ed, it was moved to authorize Ann Somers and Jerry Farwell to proceed with the drip edge project, cost not to exceed \$1,000.00. Motion passed unanimously.**

Renewal and Overdue Policies/Fines- Myra reported that she spoke to the staff and they recommended that the grace period for overdue books be extended from one day to seven days. Helen stated that the current renewal procedure does not support the fine policy. Books are automatically renewed which stops fines from accruing. Helen suggested that the fine policy be eliminated and a donation jar be put in place, which Myra had suggested in 2008. It is more consistent with the present renewal procedure. Myra stated that not having fines is a more patron friendly practice. Helen stated that patrons are now accustomed to having their books automatically renewed and are also not paying their fines. There are over \$800.00 in uncollected fines. Myra said that she cleared out overdue fines that are over two years outstanding. Patrons are still responsible for them. Betsy suggested that a donation jar should be emptied and counted every evening and the exact amount recorded. It was agreed upon that policies and procedures should be simplified and consistent. A variety of ideas were discussed including reducing the fines for all media items to 5 cents, the reasons for and impact of fines, patron responsibility and a having a trial run with a donation jar. Julie Spokane stated that renewals would still be labor intensive even if the fine policy was changed. **Helen moved to discontinue the collection of fines for overdue media items except Kindles and authorize Myra to collect donations for overdue books, DVDs, magazines, audio books and other items in the collection. Motion and further discussion tabled until the June meeting.** Helen and Myra will make inquiries about fine policies at the NHLA and NHLTA conferences. It was also noted that there have been issues with parents wanting to know what their children have checked out which is related to the federal privacy law. A sign explaining the privacy law is posted by the circulation desk.

Volunteer Contracts- Myra had emailed the board a document about best practices for volunteers and a sample contract for volunteers. There was a discussion about simplifying it or creating a letter of agreement. Helen and Myra will ask about volunteer contracts at the conferences. Further discussion tabled until the next meeting.

Alternate Trustees- There was a discussion about the reason for having alternates and whether alternates should be added to the board. Steve offered to research and create a job description for alternate trustees. Names of potential candidates will be discussed in the non-public session. Helen and Myra will ask about alternate trustees at the conferences.

On-line Staff Survey- Helen stated that the on-line staff survey is part of the six month follow up to the director's performance review. Helen volunteered to set up the survey. She also received two requests from staff members to have the board meet with the staff instead of having an on-line survey. Ed stated that the staff is welcome to attend trustee meetings and the board is always available to the staff if there is a grievance. The protocol for grievances was reviewed. Helen stated that she was in favor of an anonymous staff survey and she believed that the board should follow through with it. Further discussion tabled until the non-public session.

Friends of the Library Book and Bake Sale- The next book and bake sale is on Saturday, May 7, from 9 a.m. until 4 p.m. at Brusck Hall and the VFW. It is \$2.00 per bag from 2-4 p.m.

**Upon motion by Helen, seconded by John, it was moved to enter into non-public session in accordance with RSA 91-A:3, II (c). Motion passed unanimously.**

Non-Public Session-

**Upon motion by Louise, seconded by Helen, it was moved to adjourn the non-public session. Motion passed unanimously.**

Public Session-

**Upon motion by Helen, seconded by Ed, it was moved to seal the minutes of the non-public session of May 3, 2011. Motion passed unanimously.**

**Upon motion by Helen, seconded by Ed, the meeting was adjourned at 9:43 pm.** The next regular meeting will be held on Tuesday, June 5, 2011 at 7 pm.

Respectfully submitted,

Helen Ballou