

**Russell Library Trustees Meeting Minutes
January 15, 2018**

Present: Melanie Cote, Sandy May, Jo-Anne Wisniowski, Deb Chamberlin, Jane Low, Amy Moody

The meeting was called to order by Jane Lowe at 6:35 p.m.

The minutes from the December meeting were read aloud by Debbie. They were approved by the board.

Librarian's Report

Usage numbers:

Total patrons: 91

Books checked out: 41

ILL: 0

Audio Visual: 0

new cards: 0

passport patrons:

computer/wifi: 1

Passes: 0

Overdrive - 334 titles were checked out via Overdrive in 2017. This and we have the list of most checked out books.

Story Hour Outcome – It will be held the last Saturday of each month from 10 – 11 a.m.

January Programs to be held:

Knitting & Crochet program - Katie will check in with Dawn about a date.

Board games program – Katie

February vacation - bird feeder program & bookmaking (many people checked that on survey)

Program ideas:

-Story Hour for Adults - Picture books as art, Non-fiction, Jon Claussen books, Red Clover list - introduce adults and parents/grandparents - Just Plain Fun

Weaving projects -

Roger Hill - Weatherman on WDEV does talks at libraries.

Helena in the spring

Dawn's cousin – 251 Club

Travel Talks or What's Your Story - Moth format or Pecha Kucha format – Deb Van Chak re: Coast to Coast Walk, Sandy re: Boston Marathon,

Outreach:

Carolynn Fogg - Daycare that Deb's been visiting since September. Around 5 children, but different numbers of children depending on the day.

Heather Armell - Daycare that Deb started to visit in January. 6 children.

With the daycares, Deb is bringing activities to extend the stories to leave with the daycare.

Deb will visit these daycares once a month.

Old Business

Deb may have a leaf for the library's table.

Boot Tray - Jo will add to amazon order.

New Business

\$100 donation by patron and a thank you has been sent to her.

We ordered a computer table. Thanks Katie for your work on this!

We don't need a new copier/printer.

Meet RML - new blog by Katie.

RML had our first Home Card patron from another town come here to check out a book.

Melanie will use her accomplishments list to write a report for the town report.

Sandy needs to see what the format is for the budget report.

Advertising & Marketing:

Deb (FPF, MCS, Independent), Dawn (Facebook), Katie (website) - Whomever creates a post, please email it to one another so it can be re-posed either as is, or if you want to tweak it in your own language, that's fine too. It's great if you don't have to re-invent the wheel.

The advertising checklist doesn't mean that each one needs to be addressed every month, but it's a list of all the potential places. Librarians will use their common sense about where to post, but will

The checklist will be kept in "The Binder" so Deb, Dawn and Katie can initial it when they've posted.

Treasurer's Report

The budget has been submitted to Steve Pilcher.

-When we write a check we need to assign it to a category to make it easier for Bill. This way the miscellaneous category isn't so cumbersome. The town has a form for this purpose.

Next meeting: February 20, 2018

The meeting was adjourned **at 8:00 p.m.**

Respectfully submitted,

Melanie Cote