

Rice Public Library
Board of Directors' Meeting: Archive Copy
February 21, 2017

Present: Dudley Bierau, Rachel Dennis, George Dow, Doug Greene, Dave Harris and Lee Perkins

Excused: Dianne Fallon and Bill Tredwell

Guests: Katie Lyons and Michael Landgarten

Meeting called to order by President Rachel Dennis at 6:35 p.m.

Katie Lyons, Circulation Supervisor, presented the Circulation Report for Rice Public Library. She oversees the fines and manages all materials coming in and out of the library. She makes displays, organizes the dvds, oversees collection development for adult fiction and teaches technology classes through Kittery Adult Education. She and Greta work together to do Kindle tutorials and library card sign-ups. She also maintains Tixkeeper and edits the website.

Katie presented the circulation trends for the past year. Total circulation: 87,532 (down about 1.5% from FY15). There are 5,167 active patrons. Youth programming attendance has skyrocketed to 9,643.

The board expresses their deepest appreciation for Katie's work and presence at the library.

Motion: Dave makes the motion to accept the December 20th minutes. George seconds the motion and it passes unanimously.

Motion: George motions to accept the January 17th minutes. Dudley seconds the motion and it passes unanimously.

Ongoing Business:

Rachel created a public comment form and she presented it.

The board members briefly discussed chapters 1 and 2 of the Board of Directors handbook. They will read chapters 3 and 4 for next month. Rachel read the mission statement of the Rice Public Library.

The Library Director's job description and evaluation form was reviewed. Rachel will change the language regarding the 401k employee investments. Members of the Personnel Committee will be added the signature page on page 5.

employment. The library will have to pay to have a plan put in place through ADP. Lee will amend page 8 of the Personnel Policies and Practices.

George motions to adjourn the meeting at 8:32. Dudley seconds the motion and it passes unanimously.

The next board meeting is scheduled for March 28th at 6:30 p.m.

Board minutes recorded by:
Lauren Pray
