MINUTES LIBRARY GOVERNING BOARD February 20, 2019 (The meeting was postponed one week due to bad weather on 2/13/19). IN ATTENDANCE: Claire Paquette, Jo-Jean Keller, Hillary Kuhl & Michael Crosskill. ABSENT: Richard Golden. Also in attendance: Diane Nadeau, Library Director.

Miss Keller called the meeting to order at 6:30 PM. The Board reviewed the January 2019 circulation statistics. Miss Paquette noted that Inter Library Loan services continue to be popular with our patrons. She noted the increase in the number of items from the Lisbon Library collection that are sent to area libraries has also increased. Mrs. Kuhl noted the increase in the number of pre-school children who now attend our weekly “Storytime” program.

The Board reviewed the Director’s information in successfully filling the 15-hour Library Aide position on 1/16/19. Miss Keller noted she had met Karen Shaw and felt she was doing a good job at the desk and working with patrons. Mrs. Nadeau gave an update on the rest of the staff and their continued hard work in their assigned tasks. She noted that Mrs. Medlen continues to re-bar-code the adult non-fiction collection. She also explained that each titles is assessed for correct call number and subject tracings. This process will ensure the Lisbon Library moves forward in the MILS System. Mrs. Nadeau also noted that Mrs. Marenius is very busy with all the Inter Library Loan transactions. It was noted that Children’s Services staff have begun to prepare the 2019 Summer Reading Program.

Mr. Crosskill said he was pleased to see the library has planned another adult program for March 16, 2019. He expressed that author and Viet Nam Veteran, Jack Flowers, should present a program that is of interest to many residents of Lisbon. Mrs. Nadeau extended an invitation to all Board members and said the staff has already begun the publicity for the program.

The Library Governing Board reviewed the “proposed” 2019-2020 Library Department budget. Miss Keller noted the budget included the request for additional staff hours to ensure the library can offer more programs while sustaining the services we now provide. Mrs. Nadeau explained that she is preparing the “justification document” to support the request. Miss Paquette noted the rest of the proposed budget maintains current funds. She noted the other increases were calculated by the Town Manager for insurances and building maintenance items. Mrs. Nadeau said she would be ready to present the “proposed” budget on March 26, 2019 as scheduled. She also invited members of the Governing Board to join her at the presentation to be available to answer questions to the members of the Town Council.

There was no further business to take care of therefor the Governing Board meeting was adjourned at 7:41PM. The next Library Governing Board meeting is set for Wednesday, March 13, 2019 at 6:30 PM.