

**UNOFFICIAL  
AS OF 07/22/10**

**LIBRARY BOARD OF TRUSTEES  
MINUTES**

**July 21, 2010**

Present: Jennifer Foley (Chair), Lisa Iodice (Vice Chair), Sara Santoro, Sue Plante, Carole Whitcher , Tess Marts (alternate) and Mike Lawler.

Absent: Richard Chamberlin.

Also Present: Dianne Hathaway (Library Director), Scott Gross (Selectman's Representative) and Paul Augros (Budget Committee Representative).

**CALL TO ORDER**

Jennifer Foley called the meeting to order at 6:35 p.m.

**PUBLIC COMMENTS**

Jennifer Foley commented that Sandy Whipple is a great representative for the library.

Scott Gross commented that the town's website has been re-vamped and there is a link to the library. He also added that the library has done an outstanding job with their website and believes it is a great source of information for residents.

Dianne Hathaway mentioned that The Goffstown Edge Blog reported that the library is ahead of the technology curve with the use of YouTube videos, a Facebook page, video games and the most comprehensive website in the area.

**APPROVAL OF JUNE MINUTES**

Tess Marts questioned the procedure for receiving the non-public minutes. Dianne Hathaway said she believes the procedure went awry because she did not sit in on the non-public session. Tess Marts said the minutes should not have been sent through email. A hardcopy should have been printed for the following meeting, which would then be approved and amended. She commented that in the past they've had one hard copy that goes to town hall and the other copy Dianne Hathaway keeps under lock and key at the library.

*Lisa Iodice motioned to approve the non-public minutes, seconded by Tess Marts.  
All in favor. Motion carried* (abstained: Carole Whitcher, Sarah Santoro, and Sue Plante).

The Trustees asked to remove the “excused” category from the roll call, as it does not pertain to the Trustees.

Jennifer Foley asked to make the following amendments: replace in the Budget Analysis “monies were encumbered” with “planned purchases for bills on hand” and replace Dianne Hathaway’s remark from “many line items that may be of question” to “items that may be of concern.”

*Tess Marts motioned to approve the June 2010 minutes as amended, seconded by Mike Lawler. All in favor. Motion carried* (abstained Sue Plante, and Carol Whitcher due to absence).

## **TREASURER’S REPORT**

The library received a \$500.00 in an unanticipated donation, from Steven Lamy, former Goffstown resident. The donation is restricted to books. Included with his donation was a thank you note that was greatly appreciated by the board.

*Tess Marts motioned to approve the donation, seconded by Lisa Iodice. All in favor. Motion carried.*

No questions on Trustee account information.

Dianne Hathaway explained the current state of the Expense to Budget Analysis & Summary Report for Expenses. She noted that there are no red flags and the lines that are over budget were talked about last month. She explained that spending is very conservative right now and the budget is on-target for almost every line. Jennifer Foley questioned what is done with money that is a restricted donation for the staff. Dianne Hathaway said the recent money from this kind of donation was used to take care of the Library Pages who graduated high school. They had a party and gave them gift cards. She said it is unusual to get donations specifically for the staff.

## **ADMINISTRATIVE/FINANCE**

### ***Budget Development***

#### ***I. Line by Line Review***

Dianne Hathaway distributed a copy of the library budget. Items in yellow were provided by the Finance Department as of today. Two employees receiving benefits reduced their health plans, equaling a cost savings for the library.

Jennifer Foley reminded the board of the important message from the Budget Committee. A 10% decrease from town and school sides. A July 13<sup>th</sup> letter from BOS gave a focused message on the budget and the expectations for departments. Jennifer Foley believed the staff should be informed of what is happening with the budget, and that the board should provide targeted communication items for staff.

The board reviewed the budget line by line. In 41100 Regular Wages, Lisa Iodice pointed out that there is no COLA. The board had discussed a 2% COLA. Finance said no COLA was a default budget position. This caused confusion between board members and will be addressed with the Finance Department by the next meeting.

The Library Assistant position remains unfilled and library hours continue to be reduced by four. The library will be over budget on employee development and travel expenses and both lines have been increased for 2011.

Discussion ensued over the Minute Taker/Bookkeeping line and costs incurred for bookkeeping for the Trustees and where the money would come from (library budget or trustee accounts). Several members of the board were unhappy with where the money for the cost of the bookkeeper is to come from. They did not like the idea of taking donated money to pay for public money. Dianne Hathaway will find out what the justification is for the extra charges. Tess Marts did not have a problem with how much money the bookkeeper is charging, but rather she is unhappy with the office declaring that this bill needs to come from the Trustees account, which is money that was donated for the sustainability of the library. Bookkeeping is requesting a \$400 increase to equal \$1000, which is an actual of \$2,000.

The library zeroed out printing and binding (-\$500) and reduced usage of oil by 300 gallons a year, which is a reduction in the heating oil line, despite rising costs. Scott Gross began speaking about the concepts of the town and school library and how they might work together to share resources. Mike Lawler commented that the electronic services are helping the library to become more efficient (i.e.: EventKeeper and Cassie).

## ***II. Budget Committee's Reduce by 10% Message***

Jennifer Foley said she gets the message that the tax payers need economic relief from taxes. The library and Parks and Recs are often seen as places to make significant cuts. She said we don't ultimately have control what happens with the budget, but that we need to think about where we might have to make significant cuts. Mike Lawler commented that he wanted to make the point that all the numbers that have gone up in this budget are items the library has no control over (benefits, property insurance, electricity, FICA, Medicare, Retirement, longevity, wages) and that the rest of the budget is level funded. Trustees discussed the economic implications in regards to the Budget Committee and BOS for the library's budget. Jennifer Foley asked the board to start thinking of where they might have to make hard and fast cuts. She reminded the board that the Budget Committee did say that the Library and Parks and Recs have very lean budgets.

## ***III. Budget Presentation***

Tabled.

## ***III. Staff Communication***

The Trustees are equally concerned as is the staff, about the budget implications for the library. Last year the 2% cut was not well communicated and the Trustees want to make improvements this year. They welcome any questions. The purpose of this is to separate rumor from fact. Tess Marts feels we should ask

the staff where they see we could make cuts. Scott Gross commented that Patti Penuck got phenomenal feedback from the new town Human Resources Committee.

## **HUMAN RESOURCES**

### ***I. Revised Merit Policy***

Lisa Iodice and Tess Marts explained the final draft of the merit policy and matrix.

***Mike Lawler motioned to approve the merit policy and matrix, seconded by Sarah Santoro. All in favor. Motion carried.***

## **OLD BUSINESS**

### ***I. Trustee Packet Template***

Tess Marts read the draft introduction statement of the new Trustee Packet Template. Board members addressed revision to the template. It includes an introduction statement, staff roster, LBOT subcommittee's handout, and the Trustee fund balance sheet.

Tess Marts is thrilled to have this packet and believes it is essential for new board members. Tess Marts will make changes and include more documents for the packet before it goes up for a vote.

### **II. LBOT Photo**

Hang in entranceway for public – tabled to August.

## **DIRECTOR'S REPORT**

***Meetings and Other Highlights***—Monthly town department head meeting (2 this month); GMILCS board meeting; GMILCS Membership Group meeting; weekly staff meetings; CIP presentation with Jen and Mike; met with Carl Quiram, Mike Hillhouse and Mike L. about additional parking; SRP Kick-Off; met with new Budget Committee representative; met with new GMILCS President for transition; Sonic Boomers concert; met with GMILCS staff; met with Finance Subcommittee; Amherst Town Library to see Cassie management software.

***Commitments***—Currently serving on NHLA conference committee as vendor liaison, NELA conference programming committee, GMILCS Membership Group, GMILCS Personnel Group Chair, Goffstown 250<sup>th</sup> Anniversary Committee. Running for Junior Director of NELA; election in October.

***Building***—No news is good news! AC is working great.

***GMILCS***—Met on July 15. Special budget meeting will be held on August 10 to devise the estimated 2012 budget without SNHU's membership and contribution. Their 2011 dues are more than \$37,000.

***June 2010 Statistics***—The statistics look very good this month with increases in many categories; circulation of 8,354 is the best June ever in this category. Teen program numbers are looking good.

Database numbers are down again, so we'll keep an eye on where this trend will take us over the coming months. 87 new cardholders for June—highest ever for this month.

**Staff**—The staff has been busy with the annual summer reading program and our events are doing well. Many staff vacation hours in August. Molly and I went to the Amherst Town Library to see the print and network management software, Cassie, and will purchase right away. Neil Funcke, IT Director, accompanied it and agrees it will work well for us, is easy to install and configure.

**Outreach with Sandy Whipple:** Programs included: Scribbage, 5 attendees; Book Discussion, 9 attendees; 3<sup>rd</sup> Thursdays, 8 attendees; Summer Kickoff, counted elsewhere; Adult SRP, 24; Skywatch, counted elsewhere; Lucille Lagasse, 9 attendees.

Professional included: Marketing group meeting, NELA, NELA presentation planning meeting.

Outreach included: 1 home visit, 1 Goffstown Area Deployed Family Support planning meeting, 1 GADFS supper, SHINE senior group presentation.

Performance Reviews included three.

**Friends of the Library**— The friends are planning the annual pie auction, scheduled for Saturday, November 13. Get your recipes ready!

**Articles of Interest and Education** –Included in packet.

The board has continually looked to maximize face service and find ways to minimize manual tasks through electronic resources. Jennifer Foley mentioned a possible library administration day where the library would be closed in order to get paperwork done. She asked Dianne Hathaway if this would benefit the library and help with productivity (especially since library staff does not have their own offices). Dianne Hathaway said there are quiet times to get paperwork done, and the problem is that there is no private office to get work done. If adequate office space cannot be provided anytime soon, an administration day could be a solution. Dianne Hathaway said she would think about it.

## **SUBCOMMITTEE REPORTS**

- I. ***Planning & Communication*** – Temporary parking lot is scheduled for the last week of July.

## **NEW BUSINESS**

None.

## **MISCELLANEOUS**

Board members discussed their concern that the library be seen as a core part of the town, especially since its services reach not just kids, but teens, adults, elderly and homebound citizens. They would like this perspective to be brought to the Budget Committee by Paul Augros.

## **ADJOURNMENT**

***Sue Plante motioned to adjourn the public meeting, seconded by Mike Lawler at 9:10 p.m. So voted.***

The Trustees continued into non-public session.

**Next Meeting – Wednesday, August 18, 2010 at 6:30 p.m.  
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jessica D'Avanza

Subject to approval by the Trustees.