

**UNOFFICIAL**

**AS OF 11/18/10**

**LIBRARY TRUSTEE**

**MINUTES**

**NOVEMBER 17, 2010**

**PRESENT:** Jen Foley, Sue Plante, Mike Lawler, Scott Gross (BOS Rep), Lisa Iodice, Sara Santoro, Carole Whitcher, Dianne Hathaway (Library Director).

Chairman Foley called the meeting to order at 6:34 p.m.

Mike Lawler referred to a sketch of the library property showing the easement for Steve Seltzer's property. Mr. Seltzer stated he will be moving into the house next door to the library. A temporary parking lot was planned for the library. DPW has far exceeded our expectations. There is not a larger plan in mind at this time. The Town owns the land, rather than the library. The land was purchased with funds controlled by the Trustees. Mr. Seltzer stated that he would like to preserve the village area and not add additional blacktop. There are no plans to widen the library's driveway. Mr. Seltzer offered to assist with plantings in the open space, as well as assisting in a cleanup of the area in order to beautify it further. The Board suggested that a landscape architect or Robert Gilmore may be interested in assisting.

Letter from Robbie Grady commending the Director and staff for their excellent programming and their efforts in all they do.

**MINUTES – OCTOBER 2010**

Amendments: Page 1, Augros misspelled. Page 2, first paragraph, third sentence add Jen Foley reiterated an email that had been exchanged. Paragraph at bottom of the page should read that the Director would rather reduce the hours of a staff member, not the position. Page 3, following wage freeze (and COLA) add to motion.

**M. Lawler moved, seconded by J. Foley to approve minutes as amended. Vote: 5-in favor, 1-abstained (L. Iodice). Motion carried.**

**LIBRARY FINANCIALS**

Trust Accounts Review

Monthly Expense Review

Expense Budget Analysis – next month.

Summary Report for Expenses

**LIBRARY DIRECTOR'S REPORT**

Monthly activities report and highlight of operations statistics

Cassie - Computer efficiency program is generating funds for the Town. The web site will be reworked in January 2011. Pie Auction generated \$840 and was lots of fun!

**SUBCOMMITTEE REPORTS****Administrative/Financial**

***By-Laws Review*** – Jen and Tess received a copy of the first draft. The Board members will review this further at the December meeting.

***Job Description*** - The Committee is actively working on the Director's job description.

***Trustee Packets*** – Tess provided CD's for each Board's member review in preparation for the December meeting.

**Human Resources**

Sue attended a staff meeting. It was interesting being a part of the staff meeting. No concerns were brought forth from the staff. Marsha mentioned her involvement with the schools. She has already seen a response. The relationship is incredible. The Board will send a letter to the School Board, Board of Selectmen and the Superintendent. Sandy and Dianne attended the NELA conference.

**Planning and Communication**

Temporary Parking Lot – may be striped late fall or early spring.

Actively working on missions and goals.

**Report on Community Meetings**

BOS and BC – Jen read the following email into the record.

Email from Jen Foley to Paul Augros, dated 10/30/10: I was watching the BC meeting this week when Scott Gross was presenting on the library and some BC follow up discussion occurred. I have a couple of thoughts to share.

- 1) One BC member, I think Guy Caron, brought up the statistical increase in library usage. You mentioned that you thought the increase was 10% and I'm not sure where you got that number from. According to Dianne's presentation, which gave a 3 year trend – circulation is up 23%, reference is up 58%, email/phone transactions are up 118%, network usage is up 99%, and computer usage is up 33.65%, and so on. All of these increases translate into a more demanding workload for our current staff, which is already down 1 part time position, and fewer work hours given our 4 hour per week reduction, from last year's budget cycle. Do you recall where the 10% number came from?
- 2) Another BC member mentioned the possibility of using volunteers to make up for the cut in staff that may result in the 10% scenario. The LBOT has actively discussed use of volunteers in the past several years and I'd like to bring a few points to your attention. First, the 10% cut scenario means drastic cuts in our professional staff, and thus the professional type services provided by them. Volunteers cannot replace the work conducted by professional staff. Second, it is my understanding that volunteers are quite limited in their access to the on-hands intersection with the public that is provided by library staff (circulation desk, reference questions, help navigating the computer services, etc.) Finally, volunteers also can be quite demanding on library staff time given their need for constant training and oversight. Certainly, we are grateful for volunteer work; however, it comes at a cost in staff time for sure. This is particularly concerning given the fact of how deep a 10% cut scenario would take away from professional staff hours. Simply put, the library cannot function at its current capacity with a 10% cut. Use of volunteers, rather than professional staff, will not bring the library back to its current services.

At any rate, I want to make sure that the BC has a complete picture as possible when deliberating on the library budget and different cut scenarios. If you have any questions or want to discuss any of these points, I'm available, as is Dianne.

Thanks for your work on the BC; it is certainly a big commitment.

Email from Paul Augros to Jen Foley, dated November 1, 2010: I was referring to the one-year numbers, as given in the last Director's report. I assumed Guy was referencing these because they were what I reported at the last regular committee meeting. Based on what he thought it was, it now seems likely that he was referring to the numbers from the presentation. In any case, my source was the 10.53% increase in cardholders and the 6.95% and 6.52% in door count and circulations, respectively, seen in the most recent monthly statistics. Thanks for your explanation of the volunteer situation. Dianne gave a similar one

to John Burt on the day of the presentation, but I'll make sure the committee is aware of the substance of your response prior to the debate.

Email from Jen Foley to Paul Augros, dated November 1, 2010: Thanks for the follow up. I also appreciate that you plan to bring up these points to the BC. I do need to correct one point that Dianne brought to my attention. Dianne, as the Library Director, is the only professional staff member given her Master's degree who is currently on the library staff. The correct terminology for all other staff is para-librarian staff. However, this terminology does not change the points I made regarding comparing volunteer labor with the full time para-librarian staff positions that would be reduced in a 10% cut scenario.

Sue Plante followed BOS and BC meetings – changing personnel plan is on hold. Post for 30 days and comment period where employees can offer comments. J. Foley asked that the Board members receive copies so they are aware of potential changes.

**Town HR Committee** – Sue reported the committee met yesterday. They are taking a look at vacation and sick time. A plan for vacation time was voted on. This will be presented to the BOS on Monday evening. After the BOS votes on this, it will be presented to the Library Trustees. J. Foley stated that she would prefer to have input prior to the BOS adopting any changes since it may have an impact on the library. J. Foley had concerns with the library representatives voting on the Town's HR Committee. M. Lawler stated he did not have a problem with Sue voting. He thought it would make sense to bring this information to the Library's HR Committee and then to the Library Board. J. Foley stated she would prefer to see the benefits recommended as a whole rather than piecemeal. S. Gross stated the committee was formed so that the non-union employees have a voice. It is a forum where employees can hear the issues of the town and vice versa. The BOS needs to take a look at the totality of all compensation. D. Hathaway stated the committee got their agenda from a survey that was generated for the non-union employees.

### **OLD BUSINESS**

***Discuss Gazebo Proposal of Ken Richard re: Goffstown 250<sup>th</sup> Anniversary*** – Ken Richard made a presentation at the last Board meeting. The Board members had concerns with having the area become a second town common; they also had concerns with parking, security, cost of maintaining the structure. D. Hathaway stated the staff was concerned whether it would have electricity and who would pay for it, management of use, maintenance, clean-up and the possibility that it would need to be moved if the library were ever expanded. General consensus was it is not worth exploring constructing a gazebo on library property. It is a great idea for the town itself.

***Revenue Ideas*** – Increase fines; increase non-resident card fees – Fines were last changed as a reduction a few years ago due to the fact that the fine scheduled varied for each type of item. The Board agreed to research increasing fines and non-resident card fees. The Administrative/Financial Committee will conduct this review in February.

**NEW BUSINESS**

***Staff Appreciation Breakfast*** – J. Foley moved to authorize the Director to pay for the staff/volunteer appreciation breakfast in December with fine monies. Seconded by L. Iodice. Voted unanimously in the affirmative.

***Request from Potential Buyer/Sully's neighbor to share GPL parking lot on Sundays*** – Request from new owner asking if they can use the library's parking lot on Sunday's for an overflow parking lot for their services. The Director responded that the Library is unavailable to assist.

***Member Agreement 2011*** – Tess previously had a question regarding insurance liability for Board members. Information from the LGC will be forwarded to Tess.

***Need to recruit for LBOT*** – Ongoing item. Members of the Board will actively recruit alternates and active members of the Board.

**DATES TO REMEMBER**

11/30/10 6:30 p.m. Budget Committee Meeting

12/6/10 6:30 p.m. Budget Committee Deliberations to begin.

1/11/11 Deadline for CBA's and Petitioned Articles

1/12/11 7:00 Budget Committee's Public Hearing on Budget and Special Articles

1/13/11 7:00 p.m. Snow date

2/5/10 School Deliberative Session

2/7/10 7:00 p.m. Town Deliberative Session

2/10/10 7:00 p.m. Snow Date for Town Deliberative Session

2/12/10 Snow date for School Deliberative Session

3/8/10 7:00 a.m. to 7:00 p.m. Elections

**Miscellaneous**

Items for Town Monthly Executive Report

**Adjournment**

C. Witcher moved, seconded by S. Santoro to adjourn the meeting at 8:32 p.m. So voted.

M. Lawler is the LBOT trustee monitor/on-call in December.

Next LBOT meeting is December 15, 2010 at 6:30 p.m.

Respectfully submitted,

Jo Ann Duffy