

**UNOFFICIAL  
AS OF 01/17/08**

**LIBRARY TRUSTEE  
MINUTES**

**JANUARY 16, 2008**

Present: Steve Brzozowski (Chair), Dianne Hathaway (Director), Lisa Iodice, Judy Pancoast, Richard Chamberlin and Hank Boyle, Ruth Anne Biron, Susan Plante, Vivian Blondeau, Mike Pelletier, Brenda Pfahnl.

Chairman Brzozowski called the meeting to order at 7:04 p.m.

**ACCEPTANCE OF DECEMBER 2007 MINUTES**

**R. Chamberlin moved, seconded by L. Iodice to approve the minutes as presented**

**Vote: All in favor, R. Biron and S. Plante abstained. Motion carried.**

**PUBLIC COMMENTS**

No comments were received.

**TREASURER'S REPORT**

The Board members reviewed Evelyn Redmond's draft report that she would like to submit to the Town Report. The Board members agreed with this report.

The account summaries were also reviewed. The list of CD's was provided to the Board members.

*Elizabeth Merrill Donation* – Information has not yet been received from Ken Rose. Therefore, a public hearing will not be held this evening.

*Minimum Requirement for Personal Checks* – Dianne reviewed the reporting forms. In 2007, we accepted \$2,032.81 checks and \$5,544.90 in cash. The Board decided they will not adopt a policy change concerning the collection of checks.

*Acceptance of \$40.00 donation from the Tierney Family in Bobbi Perkins' honor* – This donation was sent as a Christmas present to Bobbie Perkins, so that she may chose a book for the library.

**H. Boyle moved, seconded by R. Biron to accept the gift as presented. Voted unanimously in the affirmative.**

## **DIRECTOR'S REPORT**

***Meeting Highlights*** – weekly Rotary meetings and monthly executive board meeting; last monthly NHLA board meeting in December; chaired GMILCS executive board and full board meetings; facilitated book discussion group; proctored exam; attended NELA conference committee meeting in Worcester; town department head meeting; BMILCS database promotion committee.

***Building*** – Bid specifications for the children's room flooring project will be prepared shortly.

***GMILCS*** – Meets on December 20. Awaiting the return of requests for information from two vendors; Polaris and III. May be able to migrate to the selected ILS in August since our maintenance agreement with SirsiDynix ends October 1. If that can happen, a contract will be signed for the consortium in February with much work needing to be done by members before the August migration.

***December Statistics*** – Gains made during the summer did not continue through the end of the year. We believe we are at a plateau with our collection. We can't fit additional people in this building or the parking lot. During the summer, we can hold our programming outside. Common borrowers continue to grow.

***Staff*** – The staff is planning for 2008 programming and fun. "Readers of the Round Table" will be the summer reading theme and will include an adult segment this year. New teen staff member will be out for at least three weeks beginning January 24 for surgery. The Crispin's House Art Exhibit opening is here on Friday, January 18 at 6:30 P.M. The staff is gearing up for the Finlay Challenge.

**Friends of the Library** – "Knitting@Night" will be back on January 22.

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

## **OLD BUSINESS**

### ***Finance Committee (CAP, CD's) Investment Policy Update***

No report. L. Iodice will contact Ken Rose regarding his assistance in the policy update.

### ***Personnel Committee***

All reviews are completed.

### ***Strategic Planning Committee***

The contract has been signed with Bryan Consulting. The project will begin in 2008. The consultant will meet with the Trustees in the near future. The Board authorized the Director to purchase two books using monies from the unrestricted funds for planning purposes.

***Trustee terms up in 2008*** – S. Brzozowski, Hank Boyle and Susan Plante. Filing period is January 23 through February 1 at 5:00 p.m. Brenda is interested in running and Susan will run for reelection.

### **NEW BUSINESS**

#### ***Finlay Challenge***

The application must be submitted by March 1, 2008. They need to know what initiatives will be put in place to attract new patrons. \$1,500 is needed from the Trustee's account for this endeavor.

**L. Iodice moved to authorize the expenditure of \$1,500 for supplies for the Finlay Challenge. Seconded by R. Chamberlin. Voted unanimously in the affirmative.**

#### ***Memo from Sandy regarding GTV Videos***

Sandy and Jessica's first video has been televised on GTV. A memo was received from Sandy Whipple, dated January 16, 2008 updating the Board on the interviews completed to date. The video equipment will be used aggressively in addressing the Finlay Challenge.

### **NONPUBLIC SESSION RSA 91-A:3 II (d) Land and Real Estate**

**H. Boyle moved, seconded by R. Chamberlin to enter non-public session at 8:08 p.m.**

**R. Chamberlin moved, seconded by H. Boyle to return to public session at 8:20 p.m. A roll call vote with all members voting in the affirmative.**

**S. Plante moved, seconded by L. Iodice to seal the non-public minutes for one year. Voted unanimously in the affirmative.**

#### ***Information from the Trustees Association***

Updated Guide for Library Trustees received.

Elizabeth Merrill money is restricted to Children's room and services. Gerry built a custom made bin for books. We had anticipated that he could be paid from this money. But because we did not have the public hearing tonight, Dianne requested he be paid from the checking account, and the monies would be replaced when the grant is received.

**M. Pelletier moved, seconded by R. Biron to authorize the payment for the book bin from the checking account. The checking account will be reimbursed from the Merrill donation, when received. Voted unanimously in the affirmative.**

### **ADJOURNMENT**

H. Boyle moved, seconded by R. Biron to adjourn the meeting at 8:28 p.m. So voted.

**The next meeting is scheduled for February 20, 2008 at 7:00 p.m.**

Respectfully submitted,

Jo Ann Duffy