

**UNOFFICIAL
AS OF 01/18/07**

**LIBRARY TRUSTEE
MINUTES**

JANUARY 17, 2007

PRESENT: Steve Brzozowski (Chair), Mike Pelletier, John Caprio (Selectmen's Rep), Hank Boyle, Richard Chamberlin, Ruth Anne Biron, Brenda Pfahnl, Susan Osburn (Vice-Chair), Lisa Iodice, Dianne Hathaway (Director), and Rachel Knapp (Assistant Director).

Chairman Brzozowski called to order at 7:00 p.m.

ACCEPTANCE OF DECEMBER 2006 MINUTES

M. Pelletier moved, seconded by R. Chamberlin to approve the minutes as presented. Voted unanimously in the affirmative. Two members abstained.

PUBLIC COMMENTS

There were no members of the public present.

TREASURER'S REPORT

There was no Treasurer's Report to review at this time.

DIRECTOR'S REPORT

Highlights – weekly Rotary meetings and monthly executive board meeting; attended GMILCS executive board and full board meeting; monthly town department head meeting; monthly NHLA meeting; facilitated monthly book discussion; attended Planning Board on January 11; attended budget public hearing on January 10; attended monthly Hillstown Coop meeting.

Building – the lighting project is scheduled to take three days. The project has not yet been scheduled. It will take approximately 1.5 years before the Town sees a savings.

GMILCS – Will meet on January 18 at Wadleigh Memorial Library, Milford. The Executive Board is finalizing a retreat for February 2007. The disk drive replacement on January 11 had some complications, which meant no system access all day. No issues have been experienced since that time.

December Statistics –

The monthly statistics, as well as the final year-end statistics were reviewed. The Board members commented that they look fantastic!!

Staff – new programming session start the week of January 15; Dianne is now the Co-Chair for Hillstown Co-op (rotates among the members); staff members advocating for Grasmere Town Hall funding; annual report to the town. Rachel was asked to chair, REFNET, which is part of GMILCS.

Friends of the Library – The meeting is scheduled for January 23 at 7:00. The Friends are co-sponsoring our introduction to Latin Dance on February 17.

Bookends Column –

Articles of interest were included in the Board's packet.

OLD BUSINESS

Finance Committee – 2007 Budget Presentation

Lisa reported that the CD is coming due on Friday, January 19. The amount invested was \$208,761.25. The previous interest rate was 4.6%, which resulted in earnings of \$8,802.77. Lisa suggested that the Board reinvest the monies for an additional six months. Dianne advised that a quarter of the interest will go toward the 2007 budget as revenue. The current interest rate for a six month CD is 5% or 4.85% for 3 months.

L. Iodice moved to renew the principal and interest in the amount of \$217,564.02 into a six month CD at an interest rate of 5%. Seconded by S. Osburn. Voted unanimously in the affirmative.

Dianne reported that the staff was interested in the outcome of the warrant article for the Grasmere Town Hall. Several people spoke at the public hearing asking the Budget Committee to restore the monies for the painting. The Budget Committee denied this request. They also did not recommend the Grasmere Capital Reserve Fund of \$100,000. This would have been useable space for the library.

The Deliberative Session is scheduled for Wednesday, February 7, 2007 at 7:00 p.m. at the Hieber Auditorium.

S. Brzozowski will contact Michael Ryan to see if he has made any progress with the Trust Fund issue.

Personnel Committee

No report.

Strategic Planning Committee

Rachel reported they are slowly executing items which appear on the list of recommended items. A portable phone has been purchased for the second floor. The additional priorities will be submitted to the Board members shortly. The second floor has been rearranged, and looks great! The Best Sellers will be located near the circulation desk for easier viewing.

Project at 12 High Street (Parker Colby House)

The Planning Board will be holding deliberations on Thursday, January 25, 2007 at 7:00 p.m. Dianne and Susan attended the last Planning Board meeting. Updated drawings were available for viewing. Dick Bruno sent the Board an email concerning the Planning Board's decision. The Trustees will send a letter to the Planning Board.

H. Boyle moved, seconded by S. Osburn to send a letter to the Planning Board to be presented at the January 25 meeting concerning the Donner proposal. Voted unanimously in the affirmative.

Concerns include the size of the building, amount of pavement being added and resulting drainage, lack of landscaping, safety of library patrons, failed intersection, and architectural impact. Also, the Town has applied to be in National Historic District, which is in close proximity to this building. What will they do for recreation?

Using GTV for PR

M. Pelletier distributed information concerning video equipment and software purchase. The Board previously discussed the desire to own video equipment in order to produce video programming for GTV16. All costs are approximate:

Camcorder JVC Everio GC-MG555	\$800.00
Charging Unit	\$180.00
Additional long life battery	\$80.00
Camera Case	\$50.00
Wide Angle Lens	\$90.00
Tripod	\$80.00
Wireless Mic Kit	\$250.00
Additional editing software	\$100.00
TOTAL	\$1,630.00

Dianne advised that if the purchase is to be made this year, fine monies would need to be used, since this was not a budget item. Rachel will check with Evelyn in the Finance Department to confirm the availability of funds.

H. Boyle moved to authorize the purchase of video equipment and software for a cost up to \$1,700.00, as outlined in Mike Pelletier's memo of January 12, 2007, provided the funds are available in the fines account. Seconded by S. Osburn. Voted unanimously in the affirmative.

NEW BUSINESS

Candidates Filing –

Lisa Iodice will be running for reelection.

S. Osburn will not be running for reelection.

Purchases -

S. Osburn suggested that perhaps a portion of the interest from the Trust Funds be used for items the staff feels can help them in the library. Dianne advised that these items would need to go into the budget first. R. Chamberlin asked if there could be a line item for equipment. Dianne did not recommend that the Trustees purchase computers, since there is a computer plan in place. Fine money normally pays for subscriptions, newspapers, magazines, etc. These subscriptions add up to over \$3,000 per year.

Dorothy M. Little Award Nominations –

Deadline is March 31. This will be an agenda item for the February meeting.

NON-PUBLIC SESSION- RSA 91-A:3 IIa. Personnel

H. Boyle moved, seconded by L. Iodice to enter nonpublic session at 8:34 p.m. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved to follow the personnel committees' recommendation concerning the Library Director's vacation status. Seconded by L. Iodice. Voted unanimously in the affirmative.

H. Boyle moved, seconded by S. Osburn to seal the non-public minutes for six months. Voted unanimously.

ADJOURNMENT

M. Pelletier moved, seconded by S. Osburn to adjourn the meeting. At 8:48 p.m. So voted.

THE NEXT MEETING IS SCHEDULED FOR FEBRUARY 21, 2007.

Respectfully submitted,

Jo Ann Duffy