

**UNOFFICIAL
AS OF 01/21/10**

**LIBRARY TRUSTEE
MINUTES
January 20, 2010**

PRESENT: Lisa Iodice (Chair), Scott Gross (Selectmen's Rep), Sue Plante, Tess Marts (alternate), Jennifer Foley, Sara Santoro, and Mike Lawler.

Also Present: Dianne Hathaway (Director).

Absent: Ruth Anne Biron, Richard Chamberlin (Vice Chairman), and Sally Booth (alternate).

Chairman Iodice called the meeting to order at 6:33 p.m.

PUBLIC COMMENTS

Members of the library staff wrote thank you letters to the Trustees to let them know how much they appreciated being able to attend the American Library Association Conference on Saturday, January 16, 2010 in Boston, MA.

APPROVAL OF MINUTES

Page two of the December 2009 minutes were amended by Jennifer Foley and the Trustees.

Sue Plante was not at the December 2009 meeting and was removed from the Present list and added to the Absent list.

Lisa Iodice motioned to approve the December 2009 minutes as amended, seconded by Jennifer Foley. 3-in favor, 0-opposed, 3-abstained. (Sarah Santoro, Sue Plante and Tess Marts). Motion Passed.

GUEST: SUE DESRUISSEAU, TOWN ADMINISTRATOR

Will be rescheduled for the February monthly meeting.

TREASURER'S REPORT

Trustees reviewed the "Report of the Goffstown Public Library" that will be submitted to the annual Town Report along with the Trustees Financial Report for 2009. A change was requested that the land acquisition expenses adjacent to the library be footnoted to include a notation that the purchase was approved at the 2009 town deliberative session.

The Trustees asked Dianne Hathaway to put the Annual Director's Report on the library's website.

DIRECTOR'S REPORT

Meetings and Other Highlights—weekly Rotary meetings; monthly town department head meeting; chaired GMILCS executive and board meetings; two weeks' vacation; impromptu meeting with Budget Committee member, Bill Gordon; Budget Committee public hearing; GMILCS Personnel Group meeting; NELA conference committee meeting; 250th Anniversary Committee; GMILCS Membership Committee; NHLA conference committee; ALA in Boston with nine other staff members! Currently serving on GMILCS executive board as the consortium president, NHLA conference committee as vendor liaison, NELA conference programming committee, GMILCS Membership Group. Will take a leading role in the hiring of the next GMILCS Technology Librarian.

Building—2nd floor A/C unit replaced; remaining wiring to be done in the spring when ground thaws. Dave Roberge completed a preliminary energy audit and presented it to the BOS last week. The town received a grant from Clean Air-Cool Planet for a full municipal energy audit. An audit will be helpful in determining the town's eligibility for ARRA grant through the Office of Energy and Planning.

GMILCS—Meets on January 21st at the Bedford Public Library.

November statistics—Completed December and 2009 statistics.

Trustees reviewed statistics. Volunteer hours are down. There was a drop in children's attendance which can be attributed to the 17 staff hours that have been lost in Children's. YA is expected to rebound due to staff member returning to work after being on medical leave. Overall usage is up 17%. Tess Marts and the Trustees were tremendously impressed with the numbers and feels it shows the library's attention to what is going on. Press release is to be written to the Union Leader to spotlight this fact of increased usage, despite budget and staffing cuts. Mark Lawler noticed that network usage is up 45%.

Staff—Staff and I will begin working on updating and rewriting job descriptions in January. New staffing schedule has filled some gaps in the weekly schedule and give me more time to get work done---thank you.

Outreach with Sandy Whipple: Coordinated Toys for Tots campaign. Home visit to assist with Mango.

Friends of the Library—No meeting planned. Next fundraiser is book sale in June.

Trustees recommend that the Library recruit new Friends members to keep the organization a strong partner with the library. The Planning and Communications Committee will add this to their priority list with Tess Marts in the lead role of taking this on.

Articles of Interest and Education –Included in Trustee packet.

COMMITTEE REPORTS

Each Committee to have one priority to accomplish in 2010.

Administrative/Finance—No priorities for 2010 as of yet.

Human Resources—Priorities for 2010: Sue Plante spoke with the staff about their comments and concerns regarding staff reviews and decrease in staff hours. Merit policy, Sue Desruisseaux will answer questions at February meeting. Target date for merit policy is by the middle of the summer. Move CIP projects out of Committees responsibility. Change “Trustee Packet” to “New Trustee Packet”.

Planning and Communication.—Priorities for 2010: This committee should be monitoring the library’s presence in the community and to represent the library at town meetings and library events. This is very critical at the Budget Committee meetings to support Dianne Hathaway. Maintain a connection with other groups in town, such as Parks and Recs. Formalize a policy for new land and begin working on parking lot. Begin grant research.

Selectman Gross informed the Trustees that they do have the option of meeting at Town Hall and televising the meeting, if they choose. He also suggested speaking with DPW about what can be done with the parking lot to begin getting it ready for patron use.

OLD BUSINESS

No old business.

NEW BUSINESS

There was a request by Dianne Hathaway and the library staff to open at 12:00 noon on Friday, February 19th for a Downloadable Audio Service training for the staff. Training to begin at 8:30 a.m. with a snow date of February, 26th.

Lisa Iodice moved, seconded by Mike Lawler to approve the request and changed the snow date to March 5th, so as not to conflict with school vacation. Motion passed unanimously.

Town Deliberative Session is scheduled for Wednesday, February 3rd at 7 p.m. and Dianne Hathaway cannot attend because it is the same time as a presentation her daughter is giving to the Henniker Conservation Commission. The Trustees asked Dianne Hathaway how she wants to be supported, since she will not be able to attend. They agreed that someone needs to be there to answer questions about the library. Mike Lawler, Sue Plante, Tess Marts and Jennifer Foley will be attending the meeting.

Tess Marts has noticed that there is not a good working relationship between the public and school libraries (middle and high school).

There is no one to run for the open position on the Trustees. The Trustees brainstormed community members to approach about running.

Selectman Gross informed the Trustees about the 2010-2011 taxes and why they are going up.

ADJOURNMENT

Mike Lawler moved, seconded by Jennifer Foley to adjourn the meeting at 8:43 p.m. So voted.

**Next Meeting – Wednesday, February 17, 2010 at 6:30 p.m.
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jessica D'Avanza

Subject to approval by the Trustees.