

**UNOFFICIAL
AS OF 01/22/04**

**LIBRARY TRUSTEES MINUTES
January 21, 2004**

PRESENT: Ken Rose (Acting Chair), Barbara Totherow, Susan Osburn, Barbara Griffin, George Fullerton, Steve Brzozowski, Dianne Hathaway (Director), and Amy Lapointe (Assistant Director).

Also Present: Evelyn Redmond.

Acting Chairman Rose called the meeting to order at 7:00 p.m.

ACCEPTANCE OF DECEMBER, 2003 MINUTES

G. Fullerton moved, seconded by B. Totherow to approve the minutes with one amendment.

Amendment, Page 1, Sharon Osburn was present at this meeting. The minutes were approved unanimously as amended.

PUBLIC COMMENT

There were no members of the public present.

TREASURER'S REPORT

The Board received the report that will be submitted to the Town Report. The miscellaneous revenue is from lost books and library cards. The copier money is deposited into the general fund. Fines are separately accounted for. In 2004, the Trustees will be responsible for approximately \$6,000 to be deposited into the general fund. All expenditures will show up in the budget, and certain items will be paid for from Trustee funds.

Ms. Redmond asked the Board what they would like to do with the fine monies, which are currently in the checking account.

\$6,800 that was put into the budget has been earmarked for programming or subscriptions. Monies will need to be transferred from the savings account to the Town. This will be done after the Town budget is adopted. Evelyn suggested that the monies be transferred from savings to checking account, and then a check will be disbursed to the Town.

B. Griffin moved, seconded by G. Fullerton to authorize the submittal of the Library Trustee report to the Assistant Administrator for the Town Report. Voted unanimously in the affirmative.

Fidelity Dividend – The Board asked that this money be reinvested into the Fidelity Account.

B. Griffin signed authorization to allow the Finance Department to access account information for the audit.

The year-end report for 2003 has not yet been received.

DIRECTOR'S REPORT

Building Issues

The back door overhang has been replaced. A safety list was provided to the library last year. These issues will be addressed in the spring. A major parking complaint was received from the Bank of NH. George reported that Chief French is in favor of installing a light in the town parking lot. Signs will be placed in the lobby advising the patrons that cars will be towed if parked in the bank parking lot.

Main Street Program

Robbie Grady has resigned. Her last day will be February 13, 2004.

GMILCS

GMILCS met last week. Horizon version 7.3 should be available by March along with a new version of iPac. 24/7 is a nationwide collaborative that provides 24 hour per day reference service through the Web. The library would pay a fee and man the desk a certain amount of time. GMILCS is looking to join as a consortium. The costs would be divided between the member communities. It would require approximately one hour per week of staff time. Hall Memorial Library in Andover, MA offers this service at this time.

A draft of the Warrant Articles, 2004 Proposed Budget, Deliberative Session February 4, 2004 were provided to the Board.

Staffing and Training

Welcome new staff member, Betsy Green, part-time library aid.

Friends of the Library

The Friends meet again on Tuesday, January 27, 2004 at 7:00 p.m. They would like to know what they could purchase for the library this year.

December Statistics

The statistics for December (year-end) were provided to the Board. Numbers are increasing due to the great staff. We have an awesome staff!!!

Bookends and Goffstown Spirit Column

Included in the Board's packet.

OLD BUSINESS

Town Personnel Plan and Library Personnel Plan

B. Totherow met with Sandy Whipple regarding this information and had a very good meeting. Notes were provided concerning the new Town policy. A recommendation will be made to the Board when this information is completed. The Town Personnel Plan was adopted by the Board of Selectmen. Barbara Totherow suggested that a supplement be included for the library staff. The Library Trustees could adopt the Town's Personnel Plan subject to Addendum A.

NEW BUSINESS

Candidate for Open Trustee Positions

Filing period opens January 21, 2004 through January 30, 2004. There are two three-year positions and one one-year position. Ken Rose will file again. Ken will also file for Trustee of the Trust Funds. Susan Osburn and Steve Brzozowski have also decided to run.

ADJOURNMENT – Next Board Meeting is February 18, 2004.

B. Totherow moved, seconded by B. Griffin to adjourn the meeting. The Board meeting was adjourned.

Respectfully submitted,

Jo Ann Duffy