

**UNOFFICIAL
AS OF 03/11/07**

**LIBRARY TRUSTEE
MINUTES**

FEBRUARY 21, 2007

PRESENT: Steve Brzozowski (Chair), Mike Pelletier, John Caprio (Selectmen's Rep), Hank Boyle, Richard Chamberlin, Ruth Anne Biron, Brenda Pfahnl , Susan Plante, 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 JANUARY 2007 MINUTES

R. Chamberlin moved, seconded by S. Osburn to approve the minutes as presented. Voted unanimously in the affirmative.

PUBLIC COMMENTS

There were no members of the public present.

TREASURER'S REPORT

The December 2006 report was distributed to the Board. The budget shows an \$8,333 overage due to an error in the software. The actual overage is \$606.44. The auditors have to make the correct changes to the report. The 2007 report will be provided after the elections in March.

The Trustee report for 2007 was also distributed.

S. Brzozowski did try to contact Mike Ryan regarding the Trust funds, but he was not successful. Steve will try again this month.

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 monthly Hillstown Coop meeting.

Building – The building had no heat on Monday. The heating oil had run out; the building is on automatic delivery. During the last delivery, the oil truck had run out of oil, and never returned to complete the delivery. Last evening the fire alarm went off in the building. The ice at the rear door has not been as bad as usual this year.

GMILCS – Last week GMILCS had a day long planning retreat, which went very well. The Horizon System is due to be updated in 2008, which will include a major change. The committee decided to look at other vendors, due to the cost of the upgrade.

January Statistics – The monthly statistics were reviewed, and they look good. The web site has been very successful.

Staff – Nick has resigned ☹. He will be missed! Rachel will take over the *Page's Story*. The staff is busy with winter program, and they have also begun planning the summer reading programming. Rachel is planning an Adult Summer Reading series.

Friends of the Library – The Friends co-sponsored introduction to Latin Dance on February 17. Approximately 35 people attended! The Friends will meet again on February 27 at 7:00 p.m.

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

OLD BUSINESS

Finance Committee
No report.

Personnel Committee
No report.

Strategic Planning Committee
There will be another focus group sometime in the future. The list of proposed changes was reviewed. The items were prioritized. Some of these items will become 2008 budget requests.

Project at 12 High Street (Parker Colby House)
No report.

Using GTV for PR
No report.

Trustee Association Award
?????

NEW BUSINESS

Reporting for Board of Selectmen

John Caprio stated the Board of Selectmen is looking at whether they can improve the reporting of the departments. Providing information does not tell them how they are doing, or whether they need to make improvements. The new reporting system may be implemented in phases. The Board of Selectmen is presently at the discussion stage at this time. A work session will be held with the department heads and the Board of Selectmen this month for the purpose of exploring this matter further. The library staff was concerned that they would have to keep track of their time during each day.

CD Due March 21 (Finance)

Lisa reported that a CD is coming due on March 21. The maturity amount is \$83,141.68. The Board needs to decide what to do with these monies.

L. Iodice moved, seconded by B. Pfahnl to reinvest the \$83,141.68 for four months into a CD at an interest rate of 4.95%. Voted unanimously in the affirmative.

CAP Program (Finance)

The Citizen's Bank CAP program ties all accounts under one umbrella. There is a check writing account, concentration account (which has sub-accounts – some can be restrictive), etc. There are no fees associated with this program. This will make the reporting easier for the library personnel and the finance department. Dianne, Lisa and Evelyn will decide which sub-accounts will be needed.

L. Iodice moved to meet with Dianne Hathaway and Evelyn Redmond of the Finance Department, to work out the details in order to set up this program for the Goffstown Public Library, and the Trustees will make a final decision on March 21. Seconded by B. Pfahnl. Voted unanimously in the affirmative.

ADJOURNMENT

S. Osburn moved, seconded by R. Chamberlin to adjourn the meeting. So voted.

THE NEXT MEETING IS SCHEDULED FOR MARCH 21, 2007.

Respectfully submitted,

Jo Ann Duffy