

**UNOFFICIAL  
AS OF 03/19/09**

**LIBRARY TRUSTEE  
MINUTES**

**MARCH 18, 2009**

**PRESENT:** Lisa Iodice (Chair), Sue Plante, Jennifer Foley, Ruth Ann Biron, Sara Santoro, Richard Chamberlin and Mike Lawler. Also Present: Dianne Hathaway (Director).

Chairman Iodice called the meeting to order at 7:11 p.m.

**APPROVAL OF FEBRUARY 18, 2008 MINUTES**

**J. Foley moved, seconded by R. Chamberlin to accept the minutes as amended. L. Iodice and S. Santoro abstained.**

**Voted unanimously in the affirmative.**

**APPROVAL OF FEBRUARY 18, 2008 NON-PUBLIC MINUTES**

**J. Foley moved, seconded by L. Iodice to accept the minutes as presented. S. Santoro and L. Iodice abstained.**

**Voted unanimously in the affirmative.**

**ELECTION OF CHAIR AND VICE-CHAIR**

**L. Iodice nominated Jen Foley for Chair. Jen declined to accept the nomination.**

**Jen Foley nominated Lisa Iodice as Chair.**

**Voted unanimously in the affirmative.**

**M. Lawler nominated Richard Chamberlin as Vice-Chair.**

**Voted unanimously in the affirmative.**

**CONSULTANT CHERYL BRYAN AND BUILDING PROGRAM**

Cheryl: I work with a lot of libraries, and this has been such a pleasure. The staff is wonderful and they get along so well. This has been a treat to work with this library. This is a rare compliment! There is no privacy in this building. The staff is in the public eye every day. They support each other and they get along wonderful and you have to give your Director credit.

Cheryl reviewed the “Goffstown Public Library Building Program”, dated March 2009. The Board requested pdf files of the spreadsheets.

The executive summary contains most of the results. Everything is based on the projected population for the library. You typically build for a 20 year time period. The NH OEP population data shows the projected population of Goffstown will grow to 21,030 by the year 2025.

A synopsis of this report would be sent to potential Architects.

#### Findings:

The ideal location in the center of town is something that should be respected and preserved. Parking and traffic are a huge problem. The location of the driveway is dangerous. There is inadequate seating. There is a need to increase both lounge and table seating. A meeting room for 50-100 people is recommended. Space is needed for storage for the children’s room supplies. The adult service desk was not designed for computers. It also needs to be much larger. The space of the children’s room is adequate. There is no office space for anyone. The Director’s office should have walls. Lighting, HVAC, technical support, water, etc. Look to make it more energy efficient.

Total circulation is up 212.7% from five years ago. This past year, it increased 10%. The Adult collection needs to increase. The non-fiction collection constitutes almost 28% of the total collection, they are only 10% of the circulation. Dated materials should be removed.

The parking lot is insufficient to the point of being dangerous. A community room is needed. Additional public access computers are needed. User seating is now at 55, about half of the 95 recommended for serving Goffstown’s population. The collection is critically overcrowded. The second floor windows need to be replaced. There is too little space for storage of supplies.

**L. Iodice moved, seconded by R. Biron to accept the Goffstown Public Library Building Program Report as presented. Voted unanimously in the affirmative.**

#### **PUBLIC COMMENTS**

No comments were received from the public.

#### **TREASURER’S REPORT**

*Acceptance of \$100 donation from Catherine D’Agostino for teen library users –*

**S. Plant moved to accept the \$100 donation. Seconded by L. Iodice. Voted unanimously in the affirmative.**

#### **DIRECTOR’S REPORT**

**Meeting Highlights** –Weekly Rotary meetings; all-day GMILCS planning retreat; additional GMILCS executive board meeting; town department head meeting—postponed; worked with GMILCS system administrator during her monthly visit; NHLA conference committee; attended Candidates Night; meeting for Rotary fundraiser; working Saturday, 3/14.

**Building** – Door closure on main entrance still not working correctly; Northeast Door will be here on 3/17 to discuss options with Dave Roberge. Some electrical circuits have been tripping lately, mostly for the radiant flooring. R & T will be contacted to come troubleshoot problem.

**GMILCS** – The retreat on 2/19/09 in Hooksett was successful. We wrote a mission and vision statement, had a great discussion about structure and what we want the organization to look like.

**February Statistics** – The statistics look very good.

**Staff** – Trying full staff meeting on Friday evening, March 27 to get the entire staff together. We'll have Chinese food (paid by employee development).

**Outreach with Sandy** –

Programs:

- Poetry Out Loud judge – Goffstown High School
- GGCA meeting
- Crispin's Board
- Meeting with elementary principals re: A Century of Stories oral history/summer theater project
- Meet our Neighbor-Goffstown Main Street
- Homebound visits with Sharon
- Refnet meeting – preview of our PAC video tutorial
- Big Read meeting
- Facilitated book discussion
- Ten Hours Until Dawn Program

**Friends of the Library** – No meeting has been scheduled. Tammy and Gail will be working with us on the library's 100<sup>th</sup> birthday celebration. Gave away their annual ski and skate sale to the Rail Trail group. Two fundraisers this year will be Pie Auction in the fall and annual book sale on Old Home Day.

**Articles of Interest and Education** – included in packet.

## **OLD BUSINESS**

**Finance Committee** – Investment Policy tabled.

**Personnel Committee** – Tabled to April 15, 2009.

**Guidelines for Non-Public Minutes** – This will be discussed at the April 15th Board meeting.

## **NEW BUSINESS**

The Town Clerk needs to send a status report concerning chair, vice-chair and staff to the State per Statute. It was agreed that the Library Director will process this report in place of the Town Clerk. The State Library is also requesting the Board of Trustees email addresses.

Mike Lawler stated that the budget process has taken a great deal of the Director's time and the Trustees would like to recognize this. A gift was presented to the Director.

**ADJOURNMENT**

**Meeting adjourned at 9:24 p.m.**

**Next Meeting – Wednesday, April 15, 2009.**

Respectfully submitted,

Jo Ann Duffy