

**UNOFFICIAL
AS OF 03/25/07**

**LIBRARY TRUSTEE
MINUTES**

MARCH 21, 2007

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

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

ACCEPTANCE OF FEBRUARY MINUTES

S. Osburn moved, seconded by R. Chamberlin to approve the minutes as amended. Voted unanimously in the affirmative. H. Boyle abstained.

Amendments: Under "NH Libraries Trustee Association" add: – Lisa was to draft letter nominating the Goffstown Public Library for Library of the Year.

High Street – A Planning Board meeting was held on Feb 22, whereby, this application was approved.

H. Boyle was not present at the February meeting.

PUBLIC COMMENTS

There were no members of the public present.

ELECTION OF CHAIR AND VICE-CHAIR

Two alternate positions are available. The Director will advertise in the Book-Ends Column.

H. Boyle nominated S. Brzozowski as Chair. The committee voted unanimously in the affirmative.

S. Osburn nominated L. Iodice as Vice-Chair. The committee voted unanimously in the affirmative.

TREASURER'S REPORT

The Trustee Fund Report was received and reviewed. The town budget report will be received in April 2007. February was fine free month, so there were no fines posted to the trustee account.

DIRECTOR'S REPORT

Highlights – weekly Rotary meetings and monthly executive board meeting; attended GMILCS executive board and full board meeting on 3/15; monthly town department head meeting; monthly NHLA meeting; facilitated monthly book discussion; monthly Hillstown Coop meeting postponed due to winter storm; chaired GMILCS marketing committee meeting; attended Planning Board on February 22; work session with department heads and selectmen on 3/23; proctored online test for a student; acquisition meeting with Barbara; NELA conference committee meeting in Reading, MA.

Building – the lighting project is scheduled to take three days. The project has not yet been scheduled. New fixtures and bulbs have been delivered and are being stored in the meeting room.

GMILCS – Met on March 15. Working on issues discussed at the successful February retreat; possible change of organization regarding committees; will begin looking at new system for a 2008-09 migration. There are only three or four vendors available, which makes the choice limited.

February Statistics – Included in the Boards' packet. The library is approximately five percent above in circulation. The iPods have not been circulated very often. Staff may consider downloading an adult book on one and a teen book on the other.

Staff – Staff busy with winter programming and summer program planning; Sandy and Jessica speaking about the September Project at NHLC on May 17. Rachel has taken over writing the Pages newsletter.

Friends of the Library – The date of the next meeting is to be determined. Knitting @ Night is scheduled for March 27 at 6:00 p.m.

Bookends Column –

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

The Board members thanked Susan Osburn for her hard work over the years on behalf of the Goffstown Public Library. THANK YOU SUSAN!

OLD BUSINESS

Finance Committee –

The CAP program can be set up to suit the needs of the library. It is free and all accounts are included on one monthly statement. The CD's cannot be rolled into the CAP account until they mature. The amount of monies invested in the CAP program would come from the checking and savings account, which total approximately \$29,000. The benefits of the CAP Program are having one statement, higher interest rate and better organization.

L. Iodice moved to transfer the amount from checking and fines into the Citizen's Bank CAP Account. Seconded by H. Boyle. Voted unanimously in the affirmative.

Personnel Committee

The Chair asked if any board members were interested in serving on this committee. R. Biron volunteered to serve on this sub-committee.

Strategic Planning Committee

No report.

Project at 12 High Street (Parker Colby House)

The Planning Board voted to approve this project with 22 conditions.

Selectmen Reporting

The Director questioned if she should provide packets to the Board of Selectmen each month. The consensus was to provide the Board of Selectmen with the monthly statistics.

NH Libraries Trustee Association

L. Iodice drafted a letter to be submitted to the NHLTA nominating the Goffstown Public Library for the New Hampshire Library Trustee Association's Library of the Year award. This letter was approved and signed by the Trustees and will be sent.

NEW BUSINESS

May 16 Meeting of LBOT

The NH Library Conference begins on May 17 at the Mt. Washington Hotel; therefore, Dianne will not be present at the May 16 Board meeting. The Board decided to continue holding the meeting on May 16. Rachel will fill in for Dianne.

Karanikas Memorial Book Donation -

Alex Karanikas passed away last summer. His friends donated money for the purchase of a book. *The Cambridge Guide to English Literature* was purchased in his memory.

S. Osburn moved, seconded by H. Boyle to accept the expenditure for this donation in the amount of \$37.89.

Trustee Policies, Bylaws, Rules and Regulations –

The Bylaws were distributed. According to the NHLTA winter newsletter, they suggested certain bylaws, rules and regulations the Trustees should have in place. There is no bylaw in place to hire an attorney, accountant or other specialist. Dianne will review the list of which policies are presently in place, and the matter will be reviewed again at a future meeting.

Grasmere Town Hall

An article appeared in the *Goffstown News* recently concerning this building, which staff participated in. R. Chamberlin is interested in exploring the further use of this building.

Trustees suggested that a steering committee be formed. This will be an agenda item for next month.

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

H. Boyle moved, seconded by S. Osburn to enter non-public session at 8:20 p.m. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved, seconded by S. Osburn to return to public session at 8:27 p.m. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved, seconded by L. Iodice to seal the non-public minutes for six months. Voted unanimously in the affirmative.

ADJOURNMENT

S. Osburn moved, seconded by R. Chamberlin to adjourn the meeting at 8:29 p.m. So voted.

THE NEXT MEETING IS SCHEDULED FOR APRIL 18, 2007.

Respectfully submitted,

Jo Ann Duffy