

**UNOFFICIAL
AS OF 04/17/03**

**LIBRARY TRUSTEES MINUTES
April 16, 2003**

PRESENT: Steve Brzozowski, Barbara Totherow, Maureen McLean, Susan Osborne, George Fullerton (Acting Chair), Barbara Griffin, Dianne Hathaway (Director), and Amy Lapointe (Assistant Director).

Acting Chair G. Fullerton called the meeting to order at 7:00 p.m.

ACCEPTANCE OF MARCH 19, 2003 MINUTES

B. Totherow moved, seconded by S. Brzozowski to approve the minutes as presented. Voted unanimously in the affirmative. G. Fullerton abstained.

TREASURER'S REPORT

The Director distributed the Municipal Budget Report, and the Trustee Account information. Ken Rose received the documentation on the trust fund monies. He is reviewing these documents. The computers and a laser printer have been ordered.

DIRECTOR'S REPORT

Building Issues

Putnam Fuel took care of the maintenance for the furnace last month. The air conditioning will receive the annual maintenance tomorrow. The new unit that was replaced last year is not working. It is under warranty. Today was the deadline for the maintenance bids for the landscaping. No bids were received.

Main Street Program

The Main Street Program is working on a fundraising golf tournament for May 30. The annual meeting has been rescheduled for April 29. The library will receive an award at this meeting.

GMILCS

The technology and training librarian has been promoted to the administrator. GMILCS is advertising for the technology and training position.

Staffing and Training

A fundraiser will be held at Shorty's Restaurant on April 23 from 5 p.m. to closing. The summer reading program is progressing. The theme is Reading Rocks the Granite State. Bartlett School's library will be open this summer. Negotiations are ongoing with the school's administration concerning the reading program. No one has signed up for the preschool programs at Bartlett. The after school programs went well. The author, Steven Booth will be at the Goffstown Library on April 28 at 1:30 p.m.

Friends of the Library

Their next meeting is Tuesday, April 22 at 7:00 p.m. The slide show presentation was a great success.

March Statistics

The statistics from the new automation system are improving.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

Personnel Committee

The personnel committee needs to have a meeting shortly.

Long Range Planning Committee

T. Pare will make a report at the next meeting.

Policy Updates

Unattended Children Policy – This policy was reviewed at the last meeting and tabled to April. The staff members attended a conference regarding this issue and as a result, the staff recommended no changes.

B. Totherow moved to adopt the Unattended Children Policy as presented. Seconded by B. Griffin. Voted unanimously in the affirmative.

Patron Behavior Policy- T. Pare submitted comments suggesting some changes to this draft policy. Discussion ensued.

B. Griffin moved, seconded by B. Totherow to amend #2 by inserting: appropriate clothing, including shoes. Voted unanimously in the affirmative.

B. Griffin moved, seconded by B. Totherow to delete #4. Voted unanimously in the affirmative.

B. Griffin moved, seconded by B. Totherow to insert an additional item to read: “Solicitation and distribution of non-library materials is not permitted without the permission of the Library Director”. Voted unanimously in the affirmative.

B. Griffin moved, seconded by B. Totherow to adopt the Unattended Children Policy as amended. Voted unanimously in the affirmative.

Retirement Grievance Update

No new information has been provided at this time.

NEW BUSINESS

Annual Spring Conference for NH Library Trustees – May 29, 2003, NH Technical Institute, Concord.

If interested in attending, please contact Dianne Hathaway.

The Director will renew the membership to NHLTA.

PUBLIC COMMENTS

Dennis Rechcygl, newly appointed budget committee representative, reviewed the various accounts held by the Board of Trustees.

ADJOURNMENT – Next Board Meeting May 21, 2003.

B. Griffin moved, seconded by B. Totherow to adjourn the meeting. So voted.

Respectfully submitted,

Jo Ann Duffy