

LIBRARY TRUSTEE

MINUTES

April 20, 2011

PRESENT: Lisa Iodice (Chair), Mike Lawler, Carol Witcher, Sue Plante, John Dillion (Budget Committee Representative), Wayne Eddy and Dianne Hathaway, Library Director. Sara Santoro arrived at 7:40 p.m.

Chairman Iodice called the meeting to order at 6:30 p.m.

APPROVAL OF MARCH 2011 MINUTES

Minutes – under committee reports, “Item is explored for this year” change to “Goals for This Year”. Last page, evaluate non-resident card price – the “administrative/finance” committee will discuss this further. Under Planning and Communication says committee reported. Should say C. Witcher requested. Under Parking Lot Parking, “will be added shortly” change to “signage will be added shortly”. Under abutter notice status says Sue Desruisseaux added the library’s name to the card. Sue’s full name should be spelled out with her title of Town Administrator. Under Planning Board, Meghan Therrien’s is misspelled and her last name was omitted.

W. Eddy moved, seconded by M. Lawler to approve the minutes as amended. Voted unanimously in the affirmative.

BOARD ALTERNATES

Roxann Hunt has applied to be an alternate member of the Board of Trustees. Discussion tabled until applicant is in attendance. Dick Bruno is also interested in this position.

LIBRARY FINANCIAL REVIEW

Trust Fund Accounts Review – Financial report received. Worker’s Compensation is already overspent, as the proper amount was not initially budgeted by the Finance Department. There is a charge of \$15.00 under Consulting Services, which is not accurate and will be corrected. The library will be contracting with a new internet provider and the band width will need to be increased. There is an additional cost for this service of \$200. A new router will also be purchased. This expense will be taken from the computer line. If the Mayor of Manchester is successful in closing the West Branch of the library, it will have a drastic effect on GMILCS budget. M. Lawler requested that the Director provide the Trustees with a breakdown of the GMILCS dues concerning the formula prior to the next budget process. The Account

information and the Expense Report was also reviewed. The amount for lost library cards seemed excessive. Dianne will inquire of the Finance Department.

Budget Clarification – The wage line presented as part of the town budget was what the BOS voted on at their January 10 meeting (level funded scenario), which was not the same budget that the Budget Committee voted on. This reflects a difference of approximately \$6,000. The Trustees were not made aware of this until April 5, 2011. The reduction in employee hours will take effect May 16. The Board members were surprised by this occurrence, as the Budget Committee had approved the \$6,000. There was a lack of communication between the town and the library when this reduction occurred.

LIBRARY DIRECTOR'S REPORT

The Board members reviewed the Director's Report . The Director also noted that the Building Superintendent is out on medical leave.

COMMITTEE REPORTS

Human Resources – Mike Lawler and Sue Plante will meet on May 3 to discuss the evaluations.

Planning and Communication – The Committee discussed the C.I.P. recommendations - \$3.6 for 2016 for the library project; expansion of parking lot \$102,000 for 2012. Recommended removing the monies from 2012 and adding a \$100,000 for architectural and engineering for 2015 and moving construction out to 2016 for a cost of \$4.2 million. D. Hathaway will prepare the paperwork for the C.I.P. Committee. **M. Lawler moved to bring this forward to the C.I.P. Committee. Seconded by S. Santoro. Voted unanimously in the affirmative.**

Recommendation to remove pine tree on south side of the building - DPW can perform the removal. Also recommend the DPW grind the stumps. A patron offered to replace the tree that fell over the winter with another planting. **M. Lawler moved to ask DPW to remove the remaining pine tree, and if possible, remove the stumps. If there is a third party cost for the stump removal, this will need to go back to the Board. Seconded by C. Witcher. Voted unanimously in the affirmative.** The Trustees are interested in accepting a gift of a planting. This item will be discussed further at a future meeting. The committee also discussed exploring landscape options and bringing a recommendation to the full committee.

REPORT ON COMMUNITY MEETINGS

Update on BOS and Budget Committee Monthly Meetings – April 4 BOS meeting discussed allowing elected officials participation in the town's insurance plan at their expense.

Update on Town HR Committee – no new information to report.

Sara Santoro arrived at 7:40 p.m.

NEW BUSINESS

NH Library Trustee Association Award Nominations – deadline is July 31, 2011. The NH Library Trustee Association By-Laws were also mailed to the Board members.

Items for Town Monthly Executive Report

Administrative/Finance – The Board reviewed the new Trustee packet.

ADJOURNMENT

C. Witcher moved, seconded by S. Santoro to adjourn the meeting at 8:45 p.m.

The next meeting is May 18, 2011 at 6:30 p.m.

Respectfully submitted,

Jo Ann Duffy