

**UNOFFICIAL  
AS OF 04/22/10**

**LIBRARY BOARD OF TRUSTEES  
MINUTES  
April 21, 2010**

**PRESENT:** Jennifer Foley (Chair), Carole Witcher, Sue Plante, and Sara Santoro.

Absent: Lisa Iodice, Richard Chamberlin (Vice Chairman), Scott Gross (Selectmen's Rep), Tess Marts (alternate), and Mike Lawler.

Also Present: Dianne Hathaway (Director), and Cheryl Elliot from TD Bank.

**CALL TO ORDER**

Jennifer Foley called the meeting to order at 6:34 p.m.

The Trustees decided to place time limit goals on the agenda.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

*Carole Witcher motioned to approve the March 2010 minutes as amended, seconded by Sara Santoro.*

4-in favor, 0-opposed, 0-abstained. *Motion Passed.*

**TREASURER'S REPORT**

Dianne Hathaway met with Roxann Hunt (Budget Committee representative) and they did not find any red flags in the budget.

There was a \$50 donation (with accompanying letter). The funds are restricted to providing content for the new Kindle e-reader.

*Sue Plante moved to accept the funds, seconded by Sara Santoro.  
All in favor. Motion Passed.*

There was another \$50 (anonymous) donation. The funds are restricted to benefit the staff.

*Carole Witcher moved to accept the funds, seconded by Sara Santoro.  
All in favor. Motion Passed.*

## **DIRECTOR'S REPORT**

***Meetings and Other Highlights***—Monthly town department head meeting; chaired GMILCS executive and board meetings; GMILCS budget preparation workshop; GMILCS Membership Group meeting; 250<sup>th</sup> Anniversary Education subcommittee meeting; worked two Saturdays; meetings with staff about Friends initiatives, summer reading program, job descriptions, performance reviews, web page layout; worked with two colleagues over issues at their libraries they needed advice about; coverage of circulation desk during staff vacation; attended webinar titled “The State of America’s Libraries”; NELA conference committee meeting; dinner with Selectman Pierce and wife along with Rick Wilhelmi and wife, Selectman Fournier and wife.

***Commitments***—Currently serving on GMILCS executive board as the consortium president until June; NHLA conference committee as vendor liaison; NELA conference programming committee; GMILCS Membership Group; GMILCS Personnel Group; and Goffstown’s 250<sup>th</sup> Anniversary Committee.

***Building***—Final wiring of new A/C condensing unit completed and unit working fine. Coordinating landscape clean-up with Park and Recreation department; discussing daffodil planting in the fall as part of the John Stark Scenic Byway initiative.

***GMILCS***—Met on April 15<sup>th</sup> at the Wadleigh Library, Milford. Nashua Public Library has withdrawn their intent to join GMILCS; Baker Free Library, Bow has received financial information in the \$50,000 range and we are waiting questions and a possible negotiation request from them.

***March 2010 statistics***—Included in packet. E-mail and phone questions are up 118%.

***Staff***—The staff is busy planning our annual summer reading program; performers and special events are being scheduled. Job descriptions are progressing with the goal of meeting with the personnel committee at the beginning of May. Performance reviews will begin in May for staff. First meeting of the town HR committee is on April 22 at 8 a.m.

***Outreach with Sandy Whipple:*** Reception for Rick Wilhelmi; HDC meeting; 2 home visits; meeting with Nicki Storrow, high school student who will set up art display; setup for GGCA Easter Bunny Breakfast; 30 helmet liners. Programs: Scrabble night, 5 attendees; 3<sup>rd</sup> Thursdays, 6 attendees; Book Discussion, 10 attendees; and Goffstown Reborn, 24 attendees. Professional Development: GMILCS Marketing Meeting; READS roundtable on making do in tough times. Miscellaneous: Weekly summer planning meetings; Meeting with Marilyn (GMILCS System Administrator) on assisting with Camtasia video tutorials; Meeting with HPL adult service provider regarding outreach; 1 coaching session.

***Friends of the Library***—Planning meeting April 10<sup>th</sup>. Next fundraiser is book sale in June. Set-up will be Friday evening, June 4<sup>th</sup> on the new lawn with tarps to cover tables. Sale itself is scheduled for Saturday, June 5<sup>th</sup> from 8 a.m. to 2 p.m. Please plan to volunteer and help.

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

## **SUBCOMMITTEE REPORTS**

- a. *Administrative/Finance* – Merit policy will be presented at May meeting.
- b. *Human Resources* – Reviewed, updated and voted on library policies.

Emergency Closing: *Carole Witcher motioned to adopt the Emergency Closing policy as amended, seconded by Sue Plante.*  
*All in favor. Motion passed.*

Public Posting: *Sue Plante motioned to adopt the Public Posting policy as amended, seconded by Sara Santoro.*  
*All in favor. Motion Passed.*

Unattended Child: *Carole Witcher motioned to adopt the Unattended Child policy as amended, seconded by Sue Plante.*  
*All in favor. Motion Passed.*

Bylaws and Mission Statement to be reviewed in May.

Patti Penuck and Sue Plante will represent the library at the town's first meeting of the HR Resource Committee on April 22<sup>nd</sup>. The committee will continue to meet on the fourth Thursday of every month.

Director's review will be completed by June.

- c. *Planning & Communication* – Sara Santoro reviewed the community meetings calendar with Trustees, which will be voted on in May.

This summer they will visit the Bedford Public Library and New Boston Whipple Free Library as local, good examples of an historic building with a new addition. This will be part of their long range planning. Next year they will look for regional examples.

- d. *Report on Community Meetings* – Jennifer Foley listed notes of mention from the Selectmen's meetings this past month, which pertained to the library including a new monthly executive report. This new report will give other committees a briefing on what is happening at the Library Trustee Meetings and will give the Trustees the opportunity to learn what the major points of concern are for other boards. Dianne Hathaway will be responsible for distributing a bullet point list for the monthly executive report via email.

## **OLD BUSINESS**

- a. *TD Bank incentive program* – Cheryl Elliot, manager at TD Bank presented the Trustees with an understanding of their new program called, Affinity Membership Program where bank customers can flag their TD account and the bank will make a contribution to an organization, based on the

average balance in all member's accounts. It would require participation from 10% of library patrons, or at least 50 household members.

The Trustees discussed the opportunities in participating in the Affinity Membership Program.

***Jennifer Foley motioned for the library to enter into the Affinity Program, seconded by Sue Plante.***

***All in favor. Motion Passed.***

- b. Carole Witcher will serve on the Planning and Communication subcommittee.
- c. Sara Santoro presented a handout (worked on with Tess Marts) detailing the purpose of subcommittees and tasks. To vote at May meeting.
- d. Trustees agreed to a meet and greet with library patrons on Member Appreciation Day, May 19<sup>th</sup> from 6:00 to 6:30 p.m. Tess Marts will present further information at next meeting.

### **NEW BUSINESS**

Jennifer Foley reminded the Trustees that subcommittees meeting with four or more members must follow the formal process for giving public notice of meetings, keeping minutes and cancelling meetings properly and following appropriate process for nonpublic meetings. Jennifer Foley will come up with a process document for all subcommittees to follow.

Dianne Hathaway recommended not to pursue LBOT alternates at the moment. It will be revisited at the end of the year.

A Thank You card was sent to Scott Gross and Ruth Ann Biron.

Sue Plante and Dianne Hathaway to attend spring workshop on May 3<sup>rd</sup>.

### **ADJOURNMENT**

***Jennifer Foley moved, seconded by Carole Witcher to adjourn the meeting at 8:33 p.m. So voted.***

**Next Meeting – Wednesday, May 19, 2010 at 6:30 p.m.  
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jessica D'Avanza

Subject to approval by the Trustees.