

**UNOFFICIAL
AS OF 06/08/07**

**LIBRARY TRUSTEE
MINUTES**

MAY 23, 2007

PRESENT: Steve Brzozowski (Chair), Hank Boyle, Richard Chamberlin, Ruth Anne Biron, Brenda Pfahnl , Susan Plante, Judy Pancoast and Dianne Hathaway (Director).

Chairman Brzozowski called to order at 7:00 p.m. The Chair introduced Judy Pancoast, new alternate member of the Library Trustees. WELCOME JUDY!

ACCEPTANCE OF APRIL MINUTES

R. Biron moved, seconded by B. Pfahnl to approve the minutes as presented. Voted unanimously in the affirmative. S. Plante abstained.

GRASMERE TOWN HALL

Elizabeth Dubrulle, Chair of the Historic District Commission met with the Trustees.

E. Dubrulle: I am the new Chair of the HDC. The HDC manages three historic districts. We also work to promote the Town's history in any way we can. The Town's 250th Anniversary is coming up in 2011, and we would like to begin planning for this. I am here tonight to talk about the Grasmere Town Hall. Merri-Lou Pre-School is on one side of the first floor, and meeting space is on the other side. The second floor is a 200-seat theatre, which has been closed for a long time. We are working on restoring it. A new roof has been added, structural repairs, plumbing and electrical repairs have also been done. A capital campaign was started a few years ago for a handicapped accessible elevator. It as to be funded by a three year allotment. Only the first installment was approved. We have to reevaluate how we are going to do this project. We are trying to get this project moving. This would be a wonderful space for the library to use for some of their programs. There are also a lot of other groups in Town interested as well. We are having a membership crisis. We are trying to talk to different committees and groups to send over a representative to serve on the HDC. They would be a full voting member, at least temporarily. The School Board is interested in this space. They are interesting in becoming permanent tenants and breaking it up into classrooms. We are hoping you can send over a Trustee to sit on the HDC.

Questions and Answers followed.

The HDC meets on the first Thursday of each month at 6 p.m. at the Grasmere Town Hall. The meetings last approximately 1-1.5 hours. The Trustees will discuss this further and decide if anyone is interested in serving on the HDC.

TREASURER'S REPORT

The budget reports were reviewed.

Finance Committee – Lisa submitted a letter to the Trustees stating that they need to decide on how they want to invest the monies in the CAP Account. Lisa suggested that 1/3 be invested in a savings account with a return of 1.5%; 1/3 be invested in a 30-day CD; 1/3 be invested in a 6 month CD.

H. Boyle moved, seconded by S. Plante to approve the recommendation by L. Iodice. Voted unanimously in the affirmative.

The Director advised that Evelyn Redmond, Treasurer, has been in contact with Citizen's Bank. The Bank is questioning what the Board would like to do with the checking account. The present balance is approximately \$9,000. Evelyn also needs the Board to make a motion to allow her to sign the worksheets for the CAP Account.

R. Chamberlin moved, seconded by S. Plante to give Evelyn Redmond authorization to sign the action worksheet for the CAP Account at Citizen's Bank. Voted unanimously in the affirmative.

The status of the checking account will be discussed further at the next monthly meeting.

The US Trust Disbursement Voucher in the amount of \$683.63 was received. This is for revenue earned from the Trust Funds. \$500.00 will go to the Town, and the remainder will be included in next year's budget.

DIRECTOR'S REPORT

Highlights – weekly Rotary meetings and monthly executive board meeting; monthly town department head meeting; monthly NHLA board meeting; facilitated monthly book discussion group; attended NELA conference committee meeting in Sturbridge; attended special meeting of BOS 4/19/07; provided monthly report to BOS on 5/21; facilitated marketing discussion group at NHLC 5/17; chaired GMILCS marketing committee meeting; chaired GMILCS executive board and full board meetings; monthly CERT Corp Council meeting (these changing to quarterly).

Building – the lighting project is being completed – it is a very slow process; spring landscaping cleanup completed; semiannual carpet cleaning completed; Marc securing window washing for library building; main door needed major repair; vacuum cleaner needs replacement; substitute custodian doing well; Jerry is feeling better and progressing!

GMILCS – Met on May 24. Still 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. Task force already formed.

April Statistics – Included in the Boards’ packet. The statistics look good. The data base usage has dropped drastically.

Staff – Staff busy with summer program planning – the theme is “Reading Road Trip”; Nick is back to help out with web page and email newsletter during assistant director transition; Erika and Jessica D. will be back this summer.

Friends of the Library – The annual book sale is Saturday, June 2nd at 9:00 a.m. to 1:00 p.m. at Stark Hall. Knitting @ Night is scheduled for May 22 at 6:00 p.m.

Bookends Column –
Articles of interest were included in the Board’s packet.

OLD BUSINESS

Finance Committee –
Discussed above.

Personnel Committee
A Non-Public Session is needed.

Strategic Planning Committee
D. Hathaway distributed information to the Board members concerning the Portsmouth Public Library. Other materials concerning Strategic Planning were also distributed. The sub-committee did meet and brainstorm recently. There is a great deal of statistics provided on the State Library’s Web site. The sub-committee will meet again on June 18.

Trustee By-Laws
This will be reviewed at the next monthly meeting.

Grasmere Town Hall
Discussed above.

Budget Committee Representation
The representative from the Budget Committee to the Library Trustees has been absent for most of the meetings this past year. D. Hathaway has contacted Dan Cloutier, Chair of the Budget Committee about this issue previously. She will contact him again and ask him at what meeting can the Trustees expect to see a representative from the Budget Committee.

NH Libraries Trustee Association

The Trustees had submitted Dianne Hathaway's name as Librarian of the Year. Unfortunately, she was not chosen – however, the Trustees are also waiting to hear if the Library was chosen “Library of the Year.

NEW BUSINESS

Acceptance of a grant for \$630.40 from the NH Humanities Council to fund a Speculate Book Discussion Series for Summer 2007

H. Boyle moved, seconded by R. Chamberlin to accept this grant. Voted unanimously in the affirmative.

Acceptance of \$45.00 donation for one-year subscription to World Watch from the Gruber Foundation

H. Boyle moved, seconded by J. Pancoast to accept this donation. Voted unanimously in the affirmative.

Filling Assistant Director's Position

This will be included on the next monthly meeting agenda.

OTHER BUSINESS

D. Hathaway reported that the Board of Selectmen has been making demands of the department heads. Dianne asked if she should attend the workshops, etc. The Selectmen and department heads met a few months ago. The Trustees may want the Director to attend certain workshops. They would like to discuss this further with the Selectmen's Rep. This will be an agenda item under Old Business at the next monthly meeting.

CIP – The library is scheduled to meet with the CIP Committee on June 21. The Director will prepare the appropriate forms for this meeting.

A letter was received from Terry Knowles re: Library Trustee seminars throughout the State.

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

R. Biron moved, seconded by B. Pfahnl to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved, seconded by R. Biron to return to public session. A roll call vote was taken with all members voting in the affirmative.

R. Biron moved, seconded by R. Chamberlin to seal the non-public minutes for one year. Voted unanimously in the affirmative.

ADJOURNMENT

R. Biron moved, seconded by R. Chamberlin to adjourn the meeting at 9:20 p.m. So voted.

THE NEXT MEETING IS SCHEDULED FOR JUNE 20, 2007.

Respectfully submitted,

Jo Ann Duffy