

**UNOFFICIAL
AS OF 06/17/10**

**LIBRARY BOARD OF TRUSTEES
MINUTES**

June 16, 2010

PRESENT: Jennifer Foley (Chair), Lisa Iodice (Vice Chairman), Sara Santoro, Tess Marts (alternate) and Mike Lawler.

Excused: Richard Chamberlin, and Sue Plante.
Absent: Carole Witcher.

Also Present: Dianne Hathaway (Library Director).

CALL TO ORDER

Chair Jennifer Foley called the meeting to order at 6:35 p.m.

PUBLIC COMMENTS

None.

APPROVAL OF MAY MINUTES

Mike Lawler said that unless something is specific (should say “unless something is referencing a specific person”), he felt it didn’t need to be nonpublic. The remaining \$2,400 will go to the staff, should read “may go to the staff”. Remove - Level 3, 4, and 5 will also receive Step and COLA and/or Longevity.

Remove - \$3,000 is set aside for merit in the Library budget. \$600 will be removed from the “merit pot” for the Director, who can qualify for up to the \$600. The remaining \$2,400 will go to the staff (13) and will be awarded based on which level they fall into in their review.

**L. Iodice motioned to approve the May 2010 minutes as amended, seconded by T. Marts.
Unanimously voted in the affirmative.**

TREASURER’S REPORT

Trust Account Information

T. Marts requested that she meet with the Director and L. Iodice and review the Trust accounts. The Director reported that there is nothing out of the ordinary. Tess stated that Admin and Finance should know about the restrictions.

Budget Analysis & Summary Report for Expenses

Monies were encumbered as requested by the Board. D. Hathaway reported they have been researching a management program. This will manage the time the public spends on the network. The cost is approximately \$1,200 and the yearly maintenance cost is \$300. D. Hathaway has looked at other programs and would recommend the Cassie program. It will also manage the printing charges that the patrons incur. The expense would be charged to the computer line. The Board was in favor of this purchase.

Budget Development

D. Hathaway reviewed various line items that may be questioned. The State Library may be eliminating the funding for certain downloadable services. D. Hathaway will provide a budget packet, which will include bullet items that may come up for discussion.

Reimbursement from Trustee of the Trust Funds

Check received \$ 489.11

\$300.00 had been budgeted in books and publications. T. Marts suggested that \$189.11 be held in unrestricted savings and be reserved for staff appreciation. **T. Marts moved that we take the unanticipated interest funds and put aside in the checking account for a staff appreciation breakfast at year end. Seconded by L. Iodice. Voted unanimously in the affirmative.**

DIRECTOR'S REPORT

1. **Meetings and Other Highlights**—monthly town department head meeting; chaired GMILCS executive and board meetings; GMILCS Membership Group meeting; performance review meeting for GMILCS System Administrator; worked with System Administrator for some report training; facilitated monthly book discussion group; helped with annual book sale (13.5 hours); NHLA conference committee meeting; 250th Anniversary Education Subcommittee meeting; weekly staff meetings; performance reviews, job descriptions; attended an EXCELLENT program titles “Invisible Book: Libraries, People and eBooks.”
2. **Commitments**—Currently serving on GMILCS executive board as the consortium president until June 17; NHLA conference committee as vendor liaison, NELA conference programming committee, GMILCS Membership Group, GMILCS Personnel Group (will chair beginning June), Goffstown 250th Anniversary Committee. Running for Junior Director of NELA; election in October.
3. **Building**—no news is good news! Carpets were cleaned on June 12.
4. **GMILCS**—will meet on June 17 for our annual meeting at New Hampshire Institute of Art. Baker Free Library, Bow has indicated they will not be requesting membership in GMILCS. They only want to spend \$5,000 per year for ILS solution. SNHU has formally announced they will leave GMILCS within the next year. The GMILC Board will be working on the financial and service logistics of this over the next months.
5. **May, 2010 statistics.** The statistics look very good this month with increases in many categories. Database numbers are down yet again so we'll keep an eye on where this trend will take us over the coming months. We lost the biography database through the NHSL, a victim of state budget cuts.

As noted in April, we are seeing that reduction in our programming numbers based on our theatre project last year. 32 new cardholders for April.

Staff—The staff is busy planning our 52nd annual summer reading program; performers and special events have been scheduled and the calendars and publicity is out. Staff is visiting elementary and middle schools. Performance reviews are completed with staff spending an estimated 5 hours per review, including the meeting. Sandy and I attended the Business Expo—well worth the time. Received one staff resignation. Two pages will be leaving for college in August.

7. Sandy--OUTREACH:

Main Street Association meeting
Goffstown Area Deployed Family Support steering committee
Business Expo
1 Home visit

PROFESSIONAL DEVELOPMENT:

2 day NHLA conference
Refnet meeting
Hillstown meeting/presentation on using YouTube
Novelist webinar

Programs:

(5 programs/58 attendees)

Scribbage	6 attendees
3 rd Thursdays	11 attendees
Fix-it Program	15 attendees
Book Discussion	10 attendees
A Midwife's Saga	16 attendees

6. **Friends of the Library**—Book sale was a HUGE success! \$2,343.95!

9. **Articles of interest and education.**

SUBCOMMITTEE REPORTS

a. *Administrative/Finance* –

TD Bank North Promotion Program will be removed from the agenda. The program will be promoted.

b. *Human Resources* –Mission & Goals statement.

LBOT Review of Policies:

Bylaws – target on Library Funds – Jen read through the Statutes and will provide an explanation by the August meeting.

Mission statement and goals/objectives – Board reviewed document for edits and comments. T. Marts suggested the Mission Statement be a separate document.

J. Foley moved to amend the Mission Statement for adoption as amended. Seconded by L. Iodice.

Insert as first sentence: "Goffstown Public Library will serve as a primary resource for community information needs".

Voted affirmatively in the affirmative.

The Goals and Objectives were tabled to the July meeting.

Staff Job Descriptions

T. Marts distributed a list of comments she developed on the job descriptions.

The Library Director's job description was reviewed and revised.

Adult Services Outreach Coordinator job description was reviewed and revised.

Head of Youth Services job description was reviewed and revised.

Library Assistant/Adult Service job description was reviewed and revised.

Library Assistant/Young Adult job description was reviewed and revised.

Library Assistant /Technical Services job description was reviewed and revised.

Library Aide – Circulation and Interlibrary Loan job description was reviewed and revised.

Library Assistant/Circulation and ILL or Circulation and Outreach job description was reviewed and revised.

Library Page job description was reviewed and revised.

The revisions will be reviewed further by the Board in September.

c. **Merit Policy** – review of merit policy description as explanation of matrix

T. Marts read the first draft for the Board members. J. Foley suggested several revisions. The amended policy will be voted on at the next meeting.

d. **Planning & Communication** –

LBOT annual Calendar

The assignment of the on-call trustee was completed for each month.

Report on CIP Presentation

The presentation is scheduled for June 17, 2010.

Update on Temporary Parking Lot – S. Gross asked the Town Administrator when the parking lot would be completed. S. Gross understood that the Board wanted to do something in the short term so that the parking area can be used. S. Gross will send an email to the Town Administrator and DPW Director stating what the expectation is that the lot be completed immediately. M. Lawler requested that the area be flagged by DPW and approved by M. Lawler and the Director.

e. *Report on Community Meetings* –

Update on BOS and BC monthly meetings – D. Hathaway reported that the library now has a budget committee rep, who will be attending their meetings.

Update on Town HR Committee – no report.

Update on BOS All Boards Meeting – J. Foley attended the meeting on behalf of the Trustees.

July 29 is CIP deliberative workshop. October 23 Budget workshop meeting with department heads and BOS.

The finalization of the description of each committee will go into the red book.

OLD BUSINESS

- a. Trustee Packet Template – tabled to July (Tess will email in advance to Board members)
- b. *Post LBOT photo in entrance way for public* – tabled to July

NEW BUSINESS

None.

MISCELLANEOUS

Need all Trustees for July and August meeting.

MONTHLY EXECUTIVE REPORT

Dianne Hathaway reviewed her notes of the LBOT's bulleted monthly town executive report to be communicated to other committees and governing bodies in town.

NON-PUBLIC SESSION

RSA 91-A:3, II(a) – Compensation of Public Employees – Staff Review for Merit Award

L. Iodice moved, seconded by M. Lawler to enter non-public session under RSA 91-A:3, II(a). A roll call vote was taken with all members voting in the affirmative.

L. Iodice calculated the merit increases based on the yearly reviews. L. Iodice made the following recommendations:

3- step and cola and/or longevity

4- step and cola and/or longevity and merit

5- same

11 staff members. Eight of 11 are being recommended for a merit award.

4-five people \$350 per person

5-one at \$450

2 part time- \$75 ea

\$50 remaining

J. Foley moved to accept the merit award for the staff. Seconded by T. Marts. Voted unanimously in the affirmative.

Merit – J. Foley stated there is a library award nomination due by July 1. One includes library director of the year.

T. Marts moved, seconded by L. Iodice to return to public session at 9:53 p.m. A roll call vote was taken with all members voting in the affirmative.

L. Iodice moved to seal the minutes for one year. Seconded by T. Marts. Voted unanimously in the affirmative.

ADJOURNMENT

T. Marts moved, seconded by L. Iodice. Iodice to adjourn the meeting at 9:54 p.m. So voted.

**Next Meeting – Wednesday, July 21, 2010 at 6:30 p.m.
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jo Ann Duffy

Subject to approval by the Trustees.