

**UNOFFICIAL
AS OF 06/18/09**

**LIBRARY TRUSTEE
MINUTES**

JUNE 17, 2009

PRESENT: Sue Plante, Jennifer Foley (Acting Chair), Sara Santoro, Mike Lawler and Ruth Anne Biron.
Also Present: Dianne Hathaway (Director).

Acting Chair Foley called the meeting to order at 7:05 p.m.

PUBLIC HEARING

A public hearing was held to accept and expend the final installment from the estate of Patricia Stips bequest in the amount of \$6,803.82. The hearing was held open until 7:11 p.m.

S. Santoro moved, seconded by S. Plante to accept the bequest as presented. Voted unanimously in the affirmative.

A thank you letter will be sent to the Stips Trust. The Director mentioned that she is looking into the possible purchase of computer software to control the public network. This software will keep track of computer use; it will also be a print manager. The cost is \$10,000 with a yearly maintenance of \$1,000. D. Hathaway is exploring this opportunity. The Board will further discuss the possibility of reviewing the Computer Use Policy. This item will remain on the agenda under Old Business.

PUBLIC COMMENTS

No comments were received.

ALTERNATES

Two applications were received. D. Hathaway will contact two other people who were also interested. This item will be continued to the July 16 agenda under Old Business.

APPROVAL OF MAY 2009 MINUTES

M. Lawler moved, seconded by J. Foley to accept the minutes as presented. 2-in favor, 0-opposed, 3-abstained. Motion carried.

APPROVAL OF NON-PUBLIC MINUTES OF APRIL 2009 PERSONNEL

R. Biron moved to accept the amended non-public minutes of April 2009. Seconded by S. Santoro. Voted unanimously in the affirmative.

Amendments: Page 1, Date changed to April 2009. Present to also include: Sara Santoro, Ruth Anne Biron and Sue Plante.

APPROVAL OF NON-PUBLIC MINUTES OF MAY 2009 LAND

Amendments: There had been an **off-site** kerosene spill. **It was represented that** S. Griffin believed this was acceptable.

M. Lawler moved to approve the minutes as amended. Seconded by J. Foley. 2-in favor, 0-opposed, 3-abstained. Motion carried.

TREASURER'S REPORT

The monthly budget reports were reviewed. Spending has been conservative. The BOS will revisit the budget in August and decide whether they will request a freeze in spending, furloughs, etc. The computers have been ordered for this year. The AC on the second floor needs replacement.

Acceptance of \$1000 donation from the Bartlett P.T.A. to expend on our Goffstown... Its People, Its Stories summer project.

M. Lawler moved, seconded by R. Biron to accept the Bartlett P.T.A. donation. Voted unanimously in the affirmative.

Acceptance of \$100 donation from the Goffstown Mother's Club to expend on our Goffstown... Its People, Its Stories summer project.

S. Plante moved, seconded by S. Santoro to accept the Goffstown Mother's Club donation. Voted unanimously in the affirmative.

Acceptance of \$1500 donation from the Maple Avenue Parents, Faculty together to expend on our Goffstown...Its People, Its Stories summer project.

S. Santoro moved, seconded by R. Biron to accept the Maple Avenue parents, Faculty Together donation. Voted unanimously in the affirmative.

DIRECTOR'S REPORT

Meeting Highlights –Weekly Rotary meetings; monthly GMILCS executive and board meetings; worked with GMILCS system administrator during her monthly visit; monthly Hillstown coop meeting; attended early Monday morning budget workshop with BOS; attended annual NHLA conference; GMILCS personnel annual book sale; attended online workshop regarding performance reviews; Planning Board meeting for lot line adjustment and easement; monthly town department head meeting; NHLA conference committee.

Currently serving on GMILCS executive board as the consortium president; NHLA conference committee as vendor liaison; NELA conference programming committee; Goffstown 250th committee if meetings are when I can attend or a meeting is held, whichever comes first.

Building –2nd floor AC condensing unit will need to be replaced. Dave R. working on that. Rock wall needs repair from someone who knows what they're doing. The foundation is leaking behind the circulation desk.

GMILCS –June 18 is our annual meeting when we'll vote on budgets and vote on changes to the executive board. D. Hathaway has one more year to serve as president. The upgrade of our Polaris Library System on June 10 seemed to go off without a hitch; we were back up by about 3 p.m.

May Statistics – Statistics look good!

Staff –Marsha, Sandy and I are gearing up for annual reviews of the staff. There should be high marks all around.

Outreach with Sandy –

Programs:

Mother Goose on the Loose

GAHN

1 attendee

Book group/luncheon

11 attendees

Outreach:

GMILCS RefNet meeting

Friends of the Library – The annual book sale raised about \$2,000, the most yet!

Articles of Interest and Education – included in packet.

COMMITTEE REPORTS

Budget Committee – There is a need for a committee meeting to prepare the draft 2010 budget. Agenda item for July meeting.

Mission Oversight Committee – The Trustees reviewed the proposed action items regarding the Mission Statement and Goals 2008. A proposed timeline was reviewed. The Mission Statement and Goals 2009 need to be reformatted and included on the web site. The Board members were asked to review the timeline, discuss it further and adopt a final plan.

Personnel Committee – The Trustees will continue to review the merit pool/raises, etc.

Strategic Planning – No report.

Land, etc. – Estimate for new parking lot (100' x 60') CIP with granite curbing is \$97,047; with bituminous curbing is \$83,847. The drainage easement language was read into the record as recommend by M. Lawler. The driveway easement language and the drainage easement language will be included on the signed plan.

Drainage Easement Language: Parcel A shall be burdened with a drainage easement for the benefit of Map 38/lot 101 to allow for the drainage of all existing storm water from lot 101 onto Parcel A, as well as any additional stormwater drainage that may arise from any proposed paving, alteration or other redevelopment of lot 101, up to, but not exceeding an incremental maximum peak discharge volume of 1.0 cubic feet per second.

M. Lawler moved to accept the drainage easement language as presented. Seconded by S. Santoro. Voted unanimously in the affirmative.

M. Lawler mentioned that Steve Griffin and DPW has been a great help with this project.

M. Lawler is waiting to get the final costs for the legal charges. The closing should take place in July 2009. M. Lawler will contact L. Iodice to find out when the funds can be available. D. Hathaway will also contact the Finance Director.

OLD BUSINESS

Compensated Lunch Breaks – The staff is compensated for their lunch breaks. S. Desruisseaux is checking on the legal ramifications.

Library Trustee Folder – D. Hathaway is updating the information.

NEW BUSINESS

Guidelines for Communication Outside Public Meeting – M. Lawler is working on this.

Interest Income from Library Trust Funds Interest Income - **J. Foley moved to request the estimated \$300 interest income from the Trustees of the Trust Funds. Seconded by R. Biron. Voted unanimously in the affirmative.**

NON-PUBLIC SESSION RSA 91-A:3 II a.

J. Foley moved, seconded by S. Plante to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

A motion was made by J. Foley to return to public session. Seconded by S. Plante. A roll call vote was taken with all members voting in the affirmative.

M. Lawler moved, seconded by S. Santoro to seal the minutes. Voted unanimously in the affirmative.

ADJOURNMENT

J. Foley moved, seconded by M. Lawler to adjourn the meeting at 9:35 p.m. Meeting adjourned.

Next Meeting – Wednesday, July 15, 2009.

Respectfully submitted,

Jo Ann Duffy