

**UNOFFICIAL
AS OF 06/19/08**

**LIBRARY TRUSTEE
MINUTES**

JUNE 18, 2008

PRESENT: Lisa Iodice, Ruth Ann Biron, Sue Plante, Judy Pancoast, Richard Chamberlin and Jennifer Foley. Also Present: Dianne Hathaway (Director) and Roger Richard (Budget Committee Rep).

APPROVAL OF MARCH AND APRIL 2008 MINUTES

J. Foley moved, seconded by R. Biron to approve the minutes as presented. Voted unanimously in the affirmative.

PUBLIC COMMENTS

No comments were received from the public.

TREASURER'S REPORT

The Budget looks very good. There was a problem with unemployment and worker's compensation. The Town was not notified in time to put the new rates into the budget, so they budgeted for the old rates. This miscalculation occurred in every department.

The Trustee Accounts were reviewed. The interest rates for CD's are: 30 days - 2.20%; 60 days - 2.27%; 90 days - 2.37%; six months - 2.59%; 1 year - 2.8%. The Board discussed the possibility of reinvesting the CD's for a longer time period.

L. Iodice moved, seconded by J. Foley to roll the 30-day CD's into six month CD's. Voted unanimously in the affirmative.

Acceptance of \$25.00 donation from the Plante family for the annual summer reading program.

R. Biron moved, seconded by R. Chamberlin to accept this donation. Voted unanimously in the affirmative.

Acceptance of \$100 donation from the Goffstown Clergy Association; reimbursement for teen sleep-over expenses.

J. Pancoast moved to accept the \$100 donation. Seconded by J. Foley. Voted unanimously in the affirmative.

Acceptance of three checks totaling \$610.60 from the NH Humanities Council for three funded programs.

July 9 – The Ballad lives; September short course of Islam. NH Cemeteries and grave stones.

S. Plante moved, seconded by R. Chamberlin to accept the grants as listed. Voted unanimously in the affirmative.

Disbursement Form – Trustee of the Trust Fund

Because the Board budgeted to use the library improvement fund to pay a portion of the flooring improvement project, a form needs to be signed by the chair and sent to the Trustee of the Trust Funds. L. Iodice will sign the form and forward to the Trustees.

DIRECTOR'S REPORT

Meeting Highlights –Weekly Rotary meetings and auction meeting; chaired GMILCS executive board and full board meetings; facilitated book discussion group; town department head meeting; NHLA conference committee meeting; NELA conference committee; joint meeting of BOS and town department heads; All Boards Meeting; spoke at NHLA conference & attended programming; worked with Cheryl Bryan on May 16; attended “Safety in the Work Place” seminar; attended “The Basic Law of Town and School Budgeting”; Big Read 2009 meeting at MCL.

Building –Children’s Room will be painted during the transition to Polaris: flooring project will take place after Labor Day for a good part of September.

GMILCS – Meets on June 19 for our annual meeting. August 27 is the day we come up on Polaris for everything. Last day for Horizon is August 21.

May Statistics – The statistics look good. Interlibrary loan numbers are decreasing. The data base count has increased 3% over last year. 106 new library cards were added. Three additional home-bound patrons were also added. J. Foley stated that a suggestion box be added to the circulation desk so that patrons could provide suggestions on materials they would like to see ordered.

Staff –Sandy and Dianne have committed to be a part of Big Read 2009 along with Manchester City Library; summer reading program, “Readers of the Round Table” gets started on June 28; Kick-off Renaissance Faire will be on Saturday, June 28 on the town common. The custodian has resigned. The back-up person has accepted the job. A new You Tube video is available – check it out!

Outreach with Sandy –

HDC meeting; Crispin’s Fundraising/Event Committee; Crispin’s Board meeting; Meeting with Tammy Gross; A wake over in conjunction with high school; Greater Goffstown Community Association; GGCA scholarship selection committee; Get Carded at Devriendt Farm; Book Discussion/luncheon at Damian’s; NHLA conference.

Friends of the Library – “Knitting @ Night” back on June 24 at 6:00 p.m. They raised \$1,814 at the book sale. Great Job!

Articles of Interest and Education – included in packet.

OLD BUSINESS

Finance Committee –

Investment Policy – tabled.

Personnel Committee –

R. Chamberlin volunteered to serve on this committee along with R. Biron.

Strategic Planning Committee

J. Pancoast is managing the list of who the Board members should contact for the planning event. All updates should be sent to J. Pancoast. The list will be reviewed at the July meeting and finalized. Cheryl met with the staff on May 16. She also met with Steve Griffin, Marc Tessier, Robbie Grady.

Code of Conduct

This item was tabled from the March meeting. There were several questions that were raised in March that have not been answered. The Board will draft a letter to the Board of Selectmen acknowledging receipt of this document and stating that the Trustees will continue to abide by the RSA's of the State of NH. D. Hathaway will draft a letter and send it to the Board members for final approval.

Alternates to Board

Hank and Judy are listed as alternates for 2008-2009. Brenda has resigned.

J. Foley moved to recommend Judy Pancoast be appointed to the vacant regular position. Seconded by R. Biron. Voted unanimously in the affirmative.

NEW BUSINESS

Storage of Doors and Windows

The library owns original oak doors, which are presently stored at the DPW in a trailer, which is about to be destroyed. Space is needed for storage of these items. D. Hathaway will contact Selectman Blondeau to see if she has any space available.

Second Signer on Library Accounts

S. Plante is available to be the second signer. **L. Iodice moved, seconded by R. Chamberlin to appoint S. Plante as the second signer on the bank accounts. Voted unanimously in the affirmative.**

BOS requests for information

The Trustees instructed the Director to advise the BOS to contact the Board of Trustees for all requests.

Procedure for Non-Public Minutes

Tabled.

CIP – Letter for Thursday, 6/19

Presentation is scheduled for June 19. There is no CIP request from the Library Trustees. A letter will be sent advising the committee.

Update on All Boards Meeting

The meeting was held last Monday. The Director updated the Board as to the issues discussed.

NONPUBLIC SESSION RSA 91-A:3 II Land and Real Estate and Personnel

A motion was made by R. Chamberlin to enter non-public session at 9:13 p.m. Seconded by L. Iodice . A roll call vote was taken with all members voting in the affirmative.

A motion was made by R. Chamberlin to return to public session at 9:38 p.m. Seconded by S. Plante. Voted unanimously in the affirmative.

No decisions were made in non-public session.

ADJOURNMENT

R. Chamberlin moved, seconded by J. Foley to adjourn the meeting at 9:40 p.m. So voted.

Respectfully submitted,

Jo Ann Duffy