

**UNOFFICIAL
AS OF 06/29/06**

**LIBRARY TRUSTEE
MINUTES**

JUNE 28, 2006

PRESENT: Sue Osburn (Vice-Chair), Lisa Iodice, Hank Boyle, Ruthanne Biron, Mike Pelletier, Richard Chamberlin, Brenda Pfahnl, Dianne Hathaway (Director), and Steve Viggiano (Assistant Director).

Also Present: Mike Ryan, and John Caprio (Selectmen's Rep).

Acting Chairman Osburn called the meeting to order at 7:00 p.m.

OTHER BUSINESS

Mike Ryan met with the Trustees due to a request of him to do Pro-Bono work for the Library regarding the trust funds. Attorney Ryan explained that if the monies were given to the Board of Trustees and they gave the monies to the Trustee of the Trust Funds, it could be used for other things. However, if the monies were given to the Trustees of the Trust Funds directly, the monies will need to remain with them. Oversight through the State and Probate Court would give the Library Trustees greater control of the funds. Attorney Ryan will contact Terry Knowles. This transfer would add additional responsibilities for the Trustees. Attorney Ryan will also investigate whether the Library Trustees could be held personally responsible for any issues regarding the additional duties.

ACCEPTANCE OF MAY MINUTES

L. Iodice moved, R. Chamberlin seconded to approve the minutes of May 2006 as presented. Voted unanimously as amended. S. Osburn abstained.

PUBLIC COMMENTS

There were no comments received from the public.

TREASURER'S REPORT

The Trustees reviewed the Treasurer's Report as presented. The Board members were advised to email Dianne with any questions.

- a. Acceptance of \$275.00 donation from Mystery Rebekah Lodge 39 for the Purchase of Audio Books – **H. Boyle moved, seconded by M. Pelletier to approve the donation. Voted unanimously in the affirmative.**

- b. Acceptance of a gently used loveseat from the Johnson Family for additional seating in the library's South Room – **R. Biron moved, seconded by L. Iodice to accept the donation. Voted unanimously in the affirmative.**
- c. Acceptance of a framed black-and-white panoramic photograph of the Vietnam Moving Wall donated by photographer Tom Wright – **R. Chamberlin moved, seconded by L. Iodice to accept the donation. Voted unanimously in the affirmative.**

DIRECTOR'S REPORT

Highlights – Attended monthly NHLA board meeting (6/20); weekly Rotary meetings and monthly executive board meeting; attended GMILCS executive and board meetings on May 18 and June 15; attended the All Boards meeting on May 22; attended the Planning Board meeting on June 8; monthly town department head meeting on June 9; CIP meeting on June 15; Board of Selectmen's meeting on June 26.

Building – The AC condenser for 3rd floor needs replacement, and it had been difficult to find. Marc has been working on this. A unit was on its way to NH yesterday.

GMILCS – GMILCS met on May 15 at NEC for their annual business meeting. Dianne Hathaway is the current President of the Consortium. GMILCS has level funded the budget for 2007. The Downloadable audio service should begin in August through NHSL.

May Statistics – the Board reviewed the statistics. The circulation breakdown report was also distributed to the Board members for May 2006.

Staff – There has been a rearrangement of the 2nd floor with the addition of a new loveseat. Steve attended the monthly Hillstown meeting to see the "new" Laconia Public Library. Nick received two awards from John Stark for his excellent senior project and web site work. Nick also graduated on June 17. The staff is preparing for the annual staff performance reviews.

There has been a very large increase in enrollment in the summer reading program. This is creating a staffing issue. A staff meeting is scheduled for June 29. The patron counter has \already recorded 4,500 patrons this month.

Friends of the Library – They will not be meeting until September. The annual book sale was cancelled due to inclement weather.

Bookends Column – Included in the Board's packet.

OLD BUSINESS

Finance Committee – 2007 Budget Draft

The Finance Committee will meet prior to the July Board meeting. L. Iodice distributed a comparison between Citizen's Bank and ING based on a \$10,000 deposit into a CD. The rates for Citizen's Bank were comparable to ING, and Citizen's is located in Goffstown. The Board also reviewed a spreadsheet containing information on the Fidelity Account and the NH Charitable Trust monies, which were transferred to a CD at Citizen's Bank. Currently, the interest rate with Fidelity is only 1.45%. A recommendation on the status of these accounts will be made in July.

Personnel Committee

D. Hathaway reported that the Committee did meet and this will be discussed further in the meeting under Non-Public Session.

Strategic Planning Committee – Map of Town Owned Property

L. Iodice distributed a report on what has been accomplished and what yet needs to be done.

What's Been Done?

Rearranging of magazine racks on 3rd floor to create more space.
Rearranging of seating on second floor for a more "comfortable" feel.
E-mail newsletter established.
User focus group.
Non-user focus group.
South Room and North Room on second floor have been rearranged.
Gently used loveseat received as donation.
New Shelving for music collection has been installed.

What's to be Done?

Staff focus group.
Teen focus group.
Another User focus group.
Utilize GTV.
Explore parking with Patrick's and Jo Marie's.

Project at 12 High Street (Parker Colby House)

D. Hathaway and S. Osburn attended the Planning Board meeting and the CIP Committee meeting. \$212,000 was requested from CIP, which is the estimated value of the lot next door. The actual sale price has not yet been established. B. Griffin, S. Griffin and the owner have met. The Board of Selectmen are working with the Library Trustees on this matter.

NEW BUSINESS

Using GTV for PR

M. Pelletier will begin to work on this project during the month of July. There should be something ready by the 3rd week of July to put on GTV 16.

Demonstrations of Dear Reader and Overdrive

S. Viggiano gave an overview of Dear Reader (on-line book club) and Overdrive (new service to be provided for audio books). The Board found this presentation very interesting.

Public Posting Policy

D. Hathaway distributed a draft Public Posting Policy. She asked the Board members to review this policy, and it will be adopted at the next Board meeting.

NON-PUBLIC SESSION – RSA 91-A:III c

H. Boyle moved to enter non-public session at 8:01 p.m. Seconded by L. Iodice. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved, seconded by L. Iodice to return to public session at 8:24 p.m. A roll call vote was taken with all members voting in the affirmative.

H. Boyle moved to seal the minutes of non-public session for one year. Seconded by R. Chamberlin. Voted unanimously in the affirmative.

ADJOURNMENT

L. Iodice moved, seconded by R. Biron to adjourn the meeting at 8:27 p.m. So voted.

Respectfully submitted,

Jo Ann Duffy