

**UNOFFICIAL  
AS OF 07/19/06**

**LIBRARY TRUSTEE  
MINUTES**

**JULY 18, 2006**

**PRESENT:** Steve Brzozowski (Chair), John Caprio (Selectmen's Rep), Richard Chamberlin, Ruth Anne Biron, Susan Plante, Dianne Hathaway (Director) and Steve Viggiano (Assistant Director).

Chairman Brzozowski called to order at 7:00 p.m.

**ACCEPTANCE OF JUNE 2006 MINUTES**

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

**PUBLIC COMMENTS**

There were no members of the public in attendance.

**TREASURER'S REPORT**

- a. Acceptance of \$5,000 unanticipated revenue from Allianz Insurance, Patricia Stips bequest.

This money has been placed in the Trustees' savings account.

**R. Biron moved, seconded by R. Chamberlin to accept the \$5,000 from Allianz Insurance. Voted unanimously in the affirmative.**

The Trustee Accounts were reviewed. The Expense Report was also reviewed by the Board members. The air conditioner has been repaired for a cost of \$2,400. There was an additional charge of \$150.00 to repair the air conditioning electrical problem on the second floor. S. Brzozowski questioned if the electrical was up to code. D. Hathaway will check with M. Tessier. The building maintenance charges are quite high this year. The summer reading program is also over budget, due to the high attendance. The rock wall along the parking area has not yet been repaired. D. Hathaway questioned if the Trustees would like the bids to be sent out at this time. The Board was in agreement to send this project out for bid. D. Hathaway noted that the prefab bricks do not wear well.

## **DIRECTOR'S REPORT**

### ***Highlights –***

Weekly Rotary meetings and monthly executive board meeting; will attend GMILCS executive board meeting on July 20; monthly town department head meeting (July 14); monthly CERT Corp Council meeting and subcommittee meeting.

### ***Building –***

The Air Conditioning condenser was replaced on July 6. The company needed to build the unit, since they are no longer manufacturing this item. The carpet will be cleaned at the conclusion of the summer reading program. The carpets are normally cleaned twice per year, but the carpet in the children's' room is extremely soiled.

### ***GMILCS –***

GMILCS is scheduled to meet on July 20 at NHIA. The downloadable audio service will begin on August 15 through NHSL.

### ***June Statistics –***

The monthly statistics were reviewed. It was a very busy month!

### ***Staff –***

The Director is preparing for the annual staff performance reviews. The staff is busy with the summer reading program. The Library will be sponsoring Judy Pancoast as part of the "Concert on the Common" series on July 27 at 7:00 p.m., which is hosted by Goffstown Main Street Program.

### ***Friends of the Library –***

There are no meetings until September. Knitting @ Night is scheduled for July 25 at 6:00 p.m.

### ***Bookends Column –***

Articles of interest were included in the Board's packet.

## **OLD BUSINESS**

### ***Finance Committee – 2007 Budget Draft; Vote at August Meeting***

D. Hathaway distributed a draft of the 2007 budget. D. Hathaway reviewed the various increases in the budget and explained that the increased lines were a result of services requiring greater needs. R. Biron questioned if the line for electricity should be increased because even though PSNH has reduced their rates, there will be additional costs included in the bill for the increase in fuel. D. Hathaway will check with the Town Administrator on this item.

The Board will review the budget in greater detail at the August meeting. After approval by the Trustees, the budget will be submitted to the Board of Selectmen. J. Caprio

reported that the Board of Selectmen set their goal to maintain the same tax rate as last year.

***Personnel Committee – Job Descriptions***

No report.

***Strategic Planning Committee – map of town owned property***

The Board reviewed a map of town owned land for the purpose of researching what would be available for a land swap.

***Project at 12 High Street (Parker Colby House)***

The Director and S. Osburn presented a plan to CIP for \$212,000 for 2007 and \$6,500 for 2008. DPW estimated it would cost approximately \$6,500 to construct a parking lot. CIP will begin deliberations on July 19. D. Hathaway suggested that a Board member attend.

***Public Posting Policy – distributed at June meeting***

The Board members previously received this proposed policy. This is a brand new policy. This policy describes what is allowed to be posted on the bulletin board located in the Goffstown Library. Items not to be posted or distributed within the library include: advertisements of personal services or products, religious tracts, petitions, commercial job postings, rental announcements, campaign literature, and boxes or receptacles, which solicit monetary donations.

**R. Chamberlin moved, seconded by S. Plante to adopt the public posting policy as written. Voted unanimously in the affirmative.**

**OTHER BUSINESS**

A flyer was distributed from the NHLTA concerning the responsibilities of both the Library Board of Trustees and the Library Director.

A Thank You card was received from D. Hathaway to the Board of Trustees

A memo was sent to the Director from the Board of Trustees authorizing the bookkeeper to issue payment from the library trustees checking account to the Town of Goffstown for reimbursement of General Fund expenses in the amount of \$2,800.

All public libraries are mandated by the State to do an annual report. This information was provided to the Board of Trustees.

**NEW BUSINESS**

**Using GTV for Public Relations**

M. Pelletier is working on this project.

**GTV Meetings on CD's**

Complaints were received that the CD's of the various board meetings were not available. The library has not received the CD's from GTV. Jim Bingham, Assistant Town Administrator, has been assigned to this task.

**ADJOURNMENT**

**R. Biron moved, seconded S. Plante by to adjourn the meeting at 8:04 p.m. So voted.**

Respectfully submitted,

Jo Ann Duffy