

**UNOFFICIAL
AS OF 07/21/05**

**LIBRARY TRUSTEE
MINUTES**

JULY 20, 2005

PRESENT: George Fullerton (Chair), Hank Boyle, Steve Brzozowski, Sue Plante, Susan Osburn, Barbara Griffin (arrived at 7:30 p.m.), Dianne Hathaway (Director), Steve Viggiano (Assistant Director).

Chairman Fullerton called the meeting to order at 7:04 p.m.

PUBLIC HEARING TO EXPAND UNANTICIPATED REVENUE, GRANTS AND GIFTS

Chairman Fullerton called the public hearing to order at 7:05 p.m. for the purpose of receiving \$900 to support the summer reading program. There were no comments from the public and the hearing was declared closed.

S. Osburn moved to accept and expend unanticipated revenue in the amount of \$900 to support the summer reading program. Seconded by S. Brzozowski.

The money was received from True Value Hardware.

Voted unanimously in the affirmative.

ACCEPTANCE OF JUNE MINUTES

S. Osburn moved, seconded by G. Fullerton to approve the minutes as amended.

Amendments: Page 1, under public hearings, third line should read, “and up to \$12,000 in donations..” Add at the end of this paragraph, “S. Osburn moved, seconded by S. Brzozowski to approve. Voted unanimously in the affirmative.”

Under Acceptance of May minutes, remove “seconded by S. Plante”.

Page 2, motion by B. Griffin should read, to send a certified letter signed by the Director to the painting contractor demanding a completion date or return of funds.”

Voted to approve as amended unanimously in the affirmative.

PUBLIC COMMENTS

There were no members of the public present.

TREASURER'S REPORT

The Trustees reviewed the monthly expense report. A certified letter was mailed to the painter, which was returned 'undeliverable'. The Board may consider filing a claim in small claim's court. The costs will need to be absorbed from this year's budget. The monies for the painting project were encumbered. Dianne will contact Kerry Steckowych regarding this matter.

H. Boyle moved, seconded by S. Osburn to authorize the Director to initiate a small claims action against Harmony Painting. A complaint will also be made to the Better Business Bureau. The Director is also authorized to hire another painter to complete this project. Voted unanimously in the affirmative.

\$11,750 was raised for the Vietnam Moving Wall. Dianne will provide a detailed accounting at the next Board meeting.

DIRECTOR'S REPORT

Building Issues

Marc Tessier is working on solving the leak under the stairs near the first floor bathroom. The new water cooler has been installed. A certified letter was sent to the painter and the receipt was returned as "undeliverable" by the post office.

B. Griffin arrived at 7:30 p.m.

The stonewall estimates are arriving. Two have been received to date. Monies will be included in the 2006 budget. The Director will obtain photos/samples of the prefab walls prior to the Board making a decision on which type of wall to use.

June Statistics

The June 2005 statistics were provided. Circulation has increased over May 2005.

Main Street Program

The Jeep Wrangler raffle is now underway until mid-October. Tickets are \$100 and only 250 tickets will be sold. Concerts on the Common on being held every Thursday all summer long! The Rotary Club will hold the Great American Cook-Out on July 21, 2005 at 6:00 p.m. on the Common. The Rotary Club will also play in a softball tournament/fundraiser on July 29.

GMILCS

The meeting is scheduled for July 21, 2005 at NHIA.

Staff

The Vietnam Moving Wall exhibit was a great success! The Board congratulated Dianne Hathway, Sandy Whipple and entire staff for their assistance with this undertaking. Performance reviews for the staff will be completed shortly. Steve will attend NELLs next week for a Leadership course.

Friends of the Library

The Friends of the Library will meet on September 27, 2005.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

Budget Committee

No report at this time. A meeting date will be scheduled shortly.

Personnel Committee

No report at this time.

Strategic Planning Committee

Members of the committee include:

John Caprio – Budget Committee and Lion's Club

Jo Ann Duffy – Planning Board

Tammy Gross – Friends of the Library

Terry Curtis - resident

Jessica Stevens – staff member

George Fullerton – Library Trustee

Lisa Iodice – Library Trustee

Barbara Griffin – Board of Selectmen

Vision Statement

Mission Statement

Strategic Goals: 2005

A draft statement was presented to the Board.

B. Griffin moved, seconded by S. Osburn to approve as presented. Voted unanimously in the affirmative.

OTHER BUSINESS

Follow-up regarding discussion with Terry Knowles - B. Griffin contacted the Finance Department. The Town's investment policy has been provided to the Director. D. Hathaway also has a copy of the investment policy for the Merrimack Public Library and will obtain the Town of Merrimack's policy.

ADJOURNMENT

The next meeting is scheduled for August 17, 2005 at 7:00 p.m.

S. Brzozowski moved, seconded by S. Osburn to adjourn the meeting. So voted, meeting adjourned.

Respectfully submitted,

Jo Ann Duffy