

**UNOFFICIAL
AS OF 07/22/04**

**LIBRARY TRUSTEES MINUTES
July 21, 2004**

PRESENT: Barbara Griffin (Acting Chair), Lisa Iodice, Steve Brzozowski, George Fullerton, Dianne Hathaway (Director), and Steve Viggiano (Assistant Director).

Public: Susan Plante.

Acting Chairman Griffin called the meeting to order at 7:14 p.m.

ACCEPTANCE OF JUNE 2004 MINUTES

G. Fullerton moved, seconded by L. Iodice to approve the minutes as presented. Voted unanimously in the affirmative. B. Griffin abstained.

PUBLIC HEARING

The public hearing for the purpose of accepting donations was declared open at 7:15 p.m. No comments were received. The public hearing was immediately declared closed.

The \$200 from the Cohen Trust has historically been used for programming. It is listed in the budget as revenue for next year. The Gardener's Table selects an organization every Tuesday to contribute 5% of her earnings to. This amounted to \$62.00.

G. Fullerton moved, seconded by S. Brzozowski to accept the recommendations as presented. Voted unanimously in the affirmative.

PUBLIC COMMENT

There were no comments from the public at this time.

TREASURER'S REPORT

The Trustees received the Expense Report from the Town for the month of June.

The new computers have arrived.

DIRECTOR'S REPORT

Request for Reconsideration Form

Three staff members have read the book. A response will be sent to the patron this week.

Building Issues

The new door counter was installed on July 7. The Director is waiting for completed bids for trim paintings. Bids are due by August 2.

Main Street Program

The Jeep Wrangler raffle is in progress until October.

GMILCS

GMILCS met last week. They are upgrading the software version of Horizon to 7.3.2., which is scheduled for August 23 and 24. Dianne is investigating the formula being used for next year's dues and will report to the Board of Trustees at their next meeting.

June Statistics

The statistics for June were provided to the Board and reviewed. The telephone and e-mail reference transaction figures will be rechecked.

Staffing

The new Assistant Director, Steve Viggiano, began work this week. The Director is accepting applications for one Aide position and one Page position. The closing dates are early August. The Viet Nam Moving Wall is coming to Goffstown in July 2005. The Sky Watch is scheduled for next Wednesday evening at Cemetery Field.

Friends of the Library

The Friends of the Library are on hiatus until September 28, 2004.

Bookends Column

Included in the Board's packet.

NEW BUSINESS

2005 Proposed Budget

The Director reviewed the proposed budget proposal with the Trustees. More definite figures will be presented at the next Board meeting.

\$3,658 revenue from trust funds is proposed for a new CD collection.

G. Fullerton moved to send a letter to the Trustees of the Trust Funds seeking an opinion as to whether the revenue from the trust funds can be used to purchase a new CD collection as authorized by the Board of Trustees. Seconded by S. Brzozowski. Voted unanimously in the affirmative.

OLD BUSINESS

Personnel Committee

Merit Increases

The Director reported that the recommendation of the Personnel Committee is to take a flat 1% of the salary line (\$3,178) for merit increases. This would be used as a lump sum payment to any employee(s) who have done an outstanding job on a special project.

G. Fullerton moved to add 1% of the salary line into the budget for merit increases. Seconded by L. Iodice. Voted unanimously in the affirmative.

Dianne reported that the Board had discussed the possibility of paying the staff for their lunch time. Dianne rewrote the schedule and it appears that this new schedule will work. B. Griffin suggested that the Director contact the Town Administrator concerning this issue to insure it does not conflict with Federal Labor Rules.

Volunteer Application Form

Susan Plante has applied to be an alternate to the Library Board of Trustees.

G. Fullerton moved to recommend the appointment of Susan Plante as alternate member. Seconded by L. Iodice. Voted unanimously in the affirmative.

ADJOURNMENT – Next Board Meeting is August 17, 2004

G. Fullerton moved to adjourn the meeting. So voted.

Respectfully submitted,

Jo Ann Duffy