

**UNOFFICIAL  
AS OF 08/17/06**

**LIBRARY TRUSTEE  
MINUTES**

**AUGUST 16, 2006**

**PRESENT:** Susan Osburn (Vice-Chair), Mike Pelletier, Brenda Pfahnl, John Caprio (Selectmen's Rep), Richard Chamberlin, Ruth Anne Biron, Susan Plante, Lisa Iodice, Dianne Hathaway (Director) and Steve Viggiano (Assistant Director).

Vice-Chairman Osburn called to order at 7:06 p.m.

**PUBLIC HEARING**

The Public Hearing was called to order for the purpose of accepting and expending unanticipated, unrestricted revenue in the amount of \$5,000. The public hearing notice complied with RSA 202-A:4c.

There were no comments received from the public.

**R. Biron moved, seconded by R. Chamberlin to accept the \$5,000 donation.**

**ACCEPTANCE OF JULY 2006 MINUTES**

**M. Pelletier moved, seconded by S. Plante to approve the minutes as amended.**

**Amendment: Page 2, under Finance Committee.** R. Biron questioned if the line for electricity should be increased because even though PSNH has reduced their rates... should be changed to read: R. Biron questioned if the line for electricity should be level funded because even though PSNH has reduced their rates... **Voted unanimously in the affirmative. 2 members abstained.**

**PUBLIC COMMENTS**

The following members of the Design Team from the Main Street Program attended this portion of the meeting: Bobby Perkins, Barbara Mace, Eleanor Porritt.

Barbara Mace stated the Design Team is interested in finding out what the library has been able to do so far in acquiring a portion of the land next door, and whether the Town has helped with this. She also wanted to make the Board aware of the owner's newest plans. The owner would like the approval of the Main Street Program when they return to the Planning Board.

S. Osburn replied that the library, itself, couldn't own or purchase property. The Trustees approached the Board of Selectmen. B. Griffin and Steve Griffin, town planner, met with Mr. Donner and talked with him about the possibility of purchasing this lot for the library. After they met with him, the Trustees and Dianne Hathaway went to the CIP committee and requested that \$212,000 be set aside for the purchase of this property. This number was based upon the Town's assessment and Steve Griffin's knowledge of properties in the area. A new appraisal has been ordered and will be ready by the beginning of September.

### **TREASURER'S REPORT**

The Trustee Accounts were reviewed. The Board members also reviewed the Expense Report.

- a. Part of the library participating in the downloadable audio program means we need to pay \$600 to Overdrive to help connect to the service. A grant has been received for this expense from the State Library.

**R. Chamberlin moved, seconded by L. Iodice to accept the grant as presented. Voted unanimously in the affirmative.**

- b. Acceptance of \$40 donation from an anonymous community member to purchase books by Boris Akunin.

**M. Pelletier moved, seconded by S. Plante to accept the donation as presented. Voted unanimously in the affirmative.**

D. Hathaway reported that most of the monies in the checking account is restricted. We will need to transfer from the savings account. She questioned if it were possible to make a motion to maintain a certain balance so this does not have to be done every year. She suggested that the Trustees maintain about \$1,500-\$2,000 of unrestricted funds in the checking account.

**L. Iodice moved to authorize the Director to maintain \$1,500 in the checking account of unrestricted funds. Seconded by S. Plante. Voted unanimously in the affirmative.**

The new PC's were installed today. The Board also discussed various options for investing monies into a CD. D. Hathaway will check with Attorney Ryan concerning the work he was doing with the trust funds. A concentration account could be established in order to consolidate all funds.

**R. Biron moved to authorize the Trustees to open a concentration account with Citizens Bank for the Fidelity monies and the Citizen's Bank CD monies. When the CD comes due, it will be reinvested for six months. Voted unanimously in the affirmative.**

## **DIRECTOR'S REPORT**

### ***Highlights –***

Weekly Rotary meetings and monthly executive board meeting; will attend GMILCS executive board meeting and full meeting on August 17; monthly town department head meeting (August 11); monthly CERT Corp Council meeting and roundtable subcommittee meeting; library budget meeting with Lisa; Rotary Foundation meeting on Saturday, July 29; NHLA planning retreat on August 15.

### ***Building –***

Carpet to be cleaned after summer reading program completed; stone wall bid specifications to be sent out on August 17. The bids will be sent to 11 masonry specialists.

### ***GMILCS –***

GMILCS is scheduled to meet on August 17 at Kelley Library. The downloadable audio service will begin on September 5 through NHSL.

### ***July Statistics –***

The monthly statistics were reviewed. Circulated almost 7,000 items last month, which is a record!! Attendance and programming is 1,200 above last year's figures.

### ***Staff –***

Slowly working through annual staff performance reviews. All children's staff will be vacationing at various times in August. One more CPR class for staff on August 18. We'll be evaluating our hugely successful SRP to make changes for next year; we'll also discuss our early Tuesday and Thursday openings. A discussion ensued concerning the possibility of opening the library during Saturdays in the summer months. The Director did not feel this was feasible unless additional staff was hired directly for those hours.

### ***Friends of the Library –***

There are no meetings until September. Knitting @ Night is scheduled for August 22 at 6:00 p.m.

### ***Bookends Column –***

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

The staff is working on a September 11 project. It is a worldwide grass-roots effort to promote dialogue about topics such as democracy, freedom and citizenship. Prompted by the events of September 11, 2001, more than 1,100 libraries in 34 countries have hosted civic events and activities as part of this initiative since 2004. M. Pelletier filmed a segment on this project for GTV.

**OLD BUSINESS**

***Finance Committee – 2007 Budget Vote***

D. Hathaway distributed the proposed budget for 2007. D. Hathaway and L. Iodice met recently to develop the budget. The final numbers for retirement were received today. There was a large increase in this line. PSNH's rates will remain the same as last year. The sewer fees have increased. The GMILCS line was adjusted because the system was used more than anticipated. Lisa had suggested that the Trustees use some of the interest from the CD to offset the programming line. The estimated revenue would be \$2,400. The Trustees felt this was a good idea due to the huge response to the summer reading program. There was some concern that the revenue from the trust funds should be used for capital items.

**M. Pelletier moved, seconded by L. Iodice to accept the budget as presented. This budget includes revenue of \$2,400 from the interest of the CD, which will be used to offset the increased costs in programming. Voted unanimously in the affirmative.**

***Personnel Committee***

No report.

***Strategic Planning Committee***

No report at this time.

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

***Using GTV for PR***

M. Pelletier filmed two episodes on the library. One episode included an overview of the library. The other was on the September 11 project. Additional videos are planned to film events that are happening at the library.

**ADJOURNMENT**

**R. Chamberlin moved, seconded by R. Biron to adjourn the meeting at 8:15 p.m. So voted.**

**THE NEXT MEETING IS SCHEDULED FOR SEPTEMBER 20, 2006.**

Respectfully submitted,

Jo Ann Duffy