

**UNOFFICIAL
AS OF 08/18/05**

**LIBRARY TRUSTEE
MINUTES**

AUGUST 17 2005

PRESENT: George Fullerton (Chair), Hank Boyle, Lisa Iodice, Susan Osburn, Steve Brzozowski, Dianne Hathaway (Director), Steve Viggiano (Assistant Director).

Excused: Barbara Griffin and Sue Plante.

Chairman Fullerton called the meeting to order at 7:10 p.m.

ACCEPTANCE OF JULY MINUTES

S. Osburn moved, seconded by H. Boyle to approve the minutes as presented. Voted unanimously in the affirmative. L. Iodice abstained.

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. The maintenance repair line will be over expended. The Trustee accounts were also reviewed. The final accounting has not yet been completed for the Vietnam Moving Wall. Two letters have been received; one from Goffstown Rotary and one from Crispin's House thanking the Library Trustees and staff for bringing the Vietnam Moving Wall to Goffstown.

DIRECTOR'S REPORT

Building Issues

The AC has been repaired for the third floor unit. Marc is working on the drainage issue on the exterior of the building to take water away from the foundation. A new painter has been scheduled for the end of September through mid-October. Dianne will contact B. Griffin concerning retrieving funds from the previous painter. A mechanic's lien will be filed against him.

July Statistics

The July 2005 statistics were provided. Circulation is down 15%. Additional monies will be used for books on CD in the next budget. George suggested that copies of the CD's be made as a backup in case the originals were to get damaged.

Main Street Program

The Jeep Wrangler raffle is now underway until mid-October. Tickets are \$100 and only 250 tickets will be sold. The Town Hall landscaping project is underway. Volunteers are needed.

GMILCS

The meeting is scheduled for August 18, 2005 in Salem.

Staff

Diane Lewis is presently not working. She may return to work next week. Nick, one of the pages, is doing a senior project and survey. This information was included in the Board's packet. The Board members were encouraged to complete the survey and return as soon as possible. Steve recently attended a weeklong conference in Rhode Island sponsored by NELLIS. Participants from six New England states attended. Lectures were held throughout the day regarding planning, how to deal with the press, etc. Small group sessions were held with mentors. Exercises in public speaking were also conducted. The group also developed personal goals for the coming year. Steve will participate on one of their committees in the future.

Friends of the Library

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

Bookends Column

Included in the Board's packet.

OLD BUSINESS

Budget Committee

The Director presented a draft 2006 budget. Dianne highlighted the various budget lines and the adjustments over last year's budget. The budget will be submitted to the Board of Selectmen by September 1. Additional monies will be included in the printing and binding line for the long range planning committee, which would bring this amount to \$850.

Personnel Committee

The yearly reviews have begun. The Committee will discuss the merit increases shortly.

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

A meeting will be scheduled toward mid September.

The Vision Statement, Mission Statement and Strategic Goals: 2005 were distributed to the Trustees. This was adopted by the Trustees on October 17, 1999 and amended on July 20, 2005. It will be posted on the Library's web site.

NEW BUSINESS

Reference Services Policy

The reference services draft policy was distributed to the Trustees for review. The staff will also review this policy. It will be brought back to the Board at their September meeting.

HB549

This House Bill has been adopted which affects the way public hearings are handled for accepting donations. The limit has been raised to \$5,000. Therefore, anything under \$5,000 will no longer require a hearing. However, the Trustees will still need to accept these donations at a public meeting.

ADJOURNMENT

The next meeting is scheduled for September 21, 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