

**UNOFFICIAL  
AS OF 09/29/10**

**LIBRARY BOARD OF TRUSTEES  
MINUTES**

**September 15, 2010**

Present: Jennifer Foley (Chair), Lisa Iodice (Vice Chair), Sara Santoro, Sue Plante and Mike Lawler.

Absent: Carole Whitcher and Tess Marts.

Also Present: Dianne Hathaway (Library Director).

**CALL TO ORDER**

Jennifer Foley called the meeting to order at 6:30 p.m.

**PUBLIC COMMENTS**

TD Bank North submitted a letter to the library, thanking them for opening a Money Market account.

**APPROVAL OF AUGUST MINUTES**

*Lisa Iodice motioned to approve the August 2010 minutes as amended, seconded by Sara Santoro. All in favor. Motion carried. Sue Plant abstained.*

**Amendment:** Page 4, the 50% cost was spread out over a two year period.

**LIBRARY FINANCIAL REVIEW**

*Mike Lawler motioned to approve the acceptance of a \$100 donation from Susan and Jeff Osburn in loving memory of Aunt Lil Dolare. Monies restricted to books about China. Seconded by Lisa Iodice. All in favor. Motion carried.*

**BUDGET**

Dianne Hathaway reported that she received an email from Janice O'Connell, Finance Director, on September 15, 2010 concerning budget presentations. Janet asked that the Trustees include how they would achieve a level funded budget and how they would achieve a ten percent reduction from the 2010 budget. The proposed budget includes a 4 percent increase over 2010. A zero percent increase would require a reduction in staffing. Lisa Iodice was prepared to present this information to the Board, after meeting with the A & F Committee. Jen Foley advised that the Board of Trustees would need to agree with the reductions, as this is currently a sub-committee recommendation. Lisa Iodice responded that this is the only option available. A ten percent reduction (\$67,000) in the budget would result in a reduction of hours

for three staff members. Certain full-time positions would become part-time positions. Operating hours would also be reduced by one full day per week. Mike Lawler questioned whether the staff could take furlough days in lieu of reducing staff to part-time status. One furlough day per month equals a savings of \$6,000 per year. Sue Plante reported that one member of the Board of Trustees and one staff person have been attending the HR meetings at Town Hall. The future of monetary staff increases has not been decided yet by the Town. Mike Lawler stated if the Trustees are asked to accept a ten percent reduction in their budget, they need the ability to look at everything. Sue Plante stated that she has faith in the Director, who is in support of the sub-committee's recommendation. Mike felt if the Trustees do not discuss all items, they are not doing their job. Jen Foley pointed out that each member is looking at this with fundamental differences. She would consider what the Director and the sub-committee is recommending. She felt that preserving the integrity of this institution was important. She would rather preserve the skeleton crew. Dianne Hathaway stated that she looked at the organization as a whole. It is task driven, and this is how she made her decision. Mike Lawler stated there is a \$10,000 reduction in the benefit line this year. If a position were moved to a non-benefit position, he asked if this was a redundancy. The Director reported that the numbers presented included cuts in the benefits. Sue Plante reported that providing zero steps or longevity was rejected by the HR Committee. A \$67,000 reduction includes the loss of one position, 40 staffing hours and eight operating hours. A five percent reduction (\$33,000) includes the loss of one position and one page. Reduction of six hours per week. Closing on Fridays and open on Saturdays until 4 pm. One furlough day per month is a savings of \$6,000 per year. A zero percent reduction would also require a reduction in staffing. Discretionary lines are very minimal. Mike Lawler stated that the Trustees need to be prepared to speak to the community impact at the budget meetings. The Trustees are scheduled to meet with the BOS on September 27. Dianne Hathaway did speak with the staff. They understand that deep cuts mean staff cuts. There will be a presentation to the BOS and the Budget Committee on October 23. The Director would like to change the funding for programming, due to attendance. Mike Lawler requested that the Board receive copies of Janice's email.

***Coffee Maker –***

The payment for the contract to Coffee Pause is paid with fine monies. The average monthly cost is \$71. A & F suggested that the Trustees authorize the purchase of a coffeemaker and cancel the coffee contract.

***Lisa Iodice moved, seconded by Mike Lawler to authorize the expenditure of up to \$250 for the purchase of a coffeemaker and additional supplies from the fine monies. All in favor, motion carried.***

***Trust Fund Accounts –***

Reviewed.

***Monthly Expenses Review –***

Questions were asked of the Director.

**DIRECTOR'S REPORT**

***Monthly Activities Report –***

Distributed.

***Highlight Operations Statistics –***

Distributed. The Director reported that she has withdrawn from the GMILCS membership group.

## **SUBCOMMITTEE REPORTS**

### ***Administrative/Finance—***

See budget discussion above.

### ***Human Resources – Internet/tech policy -***

Tess Marts previously recommended a charge for printing be instituted, which should be paid in advance.

***Mike Lawler moved to authorize the charge of .15 per page for printing, seconded by Lisa Iodice. All in favor, motion carried.***

### ***Planning & Communication—***

Mike Lawler reported that the parking lot is ready for use at any time. The committee will be conducting a survey concerning when people use the library. This survey will be available at the library, on the website and the Bookends column.

## **REPORT ON COMMUNITY MEETINGS**

### ***BOS and BC Monthly Meetings -***

Mike Lawler reported that the Budget Committee has not yet met. DPW met with the BOS on Monday evening.

### ***Update on Town HR Committee –***

Sue Plante reported the committee will meet again next week. They are working on comparables with other communities one subject at a time.

## **OLD BUSINESS**

No report.

## **NEW BUSINESS**

### ***Employee Status Report –***

This process has always gone through the BOS. The BOS recently decided that the Trustees should be signing off, and the paperwork will then pass through the normal process.

***Mike Lawler moved, seconded by Jen Foley to authorize the HR sub-committee to sign off on the Employee Status Reports. All in favor, motion carried.***

### ***LGC Recommended Use of Email –***

Jen Foley produced a document by the LGC stating what constitutes a meeting and asked the Director to distribute this information to the Board members.

***Bench Parts –***

Diane Ryan has about eight sets of wrought iron bench parts rescued from the Town Common. The wooden slates are missing, but she is offering them to the Library for future outdoor use. Mike Lawler offered to pick up and store the parts.

**MISCELLANEOUS**

Reminder: Friends of the Library Pie Auction is November 13.

Dianne Hathaway reviewed the bullets of the meeting to be submitted for the Town Monthly Executive Report.

**NON-PUBLIC SESSION – RSA 91-A:3, II(a) – Compensation of Public Employee**

*Lisa Iodice moved to enter non-public session, seconded by Sue Plante. A roll call vote was taken with all members voting in the affirmative.*

*Mike Lawler moved to return to public session at 8:59 p.m., seconded by Jen Foley. A roll call vote was taken with all members voting in the affirmative.*

*Mike Lawler moved to seal the minutes for one year, seconded by Jen Foley. All in favor, motion carried.*

**ADJOURNMENT**

*Mike Lawler motioned to adjourn the meeting, seconded by Jen Foley at 9 p.m. So voted.*

**Next Meeting – Wednesday, October 20, 2010 at 6:30 p.m.  
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jo Ann Duffy

Subject to approval by the Trustees.