

**UNOFFICIAL  
AS OF 09/18/03**

**LIBRARY TRUSTEES MINUTES  
September 17, 2003**

**PRESENT:** Ken Rose (Vice-Chair), Steve Brzozowski, Barbara Totherow, Maureen McLean, George Fullerton, Barbara Griffin (arrived at 7:34 p.m.), Dianne Hathaway (Director), and Amy Lapointe (Assistant Director).

Acting Chairman Rose called the meeting to order at 7:02 p.m.

**ACCEPTANCE OF AUGUST 20, 2003 MINUTES**

**G. Fullerton moved, seconded by M. McLean to approve the minutes as presented. Voted unanimously in the affirmative.**

**PUBLIC COMMENT**

There were no members of the public present.

**TREASURER'S REPORT**

The Trustees reviewed the August report. The 2003 Report is a new report which shows the various categories included in the accounts. Dianne will find out what the miscellaneous revenues include.

**DIRECTOR'S REPORT**

**Building Issues**

The NHMA conducted a safety inspection last month for the Town. A written report was received on August 13, 2003. The fir tree against the building was cited as a fire hazard. The other items cited are minor concerning electrical outlets, etc.

**Main Street Program**

The PT Cruiser raffle continues. A Pampered Chef Fundraiser is scheduled for September 22, 2003.

**GMILCS**

GMILCS will be meeting tomorrow in Milford. They will be discussing a new version of iPac.

**Staffing and Training**

Cataloging and Classification courses are scheduled over the next several months on Wednesday evenings. Banned Book Week begins September 21, 2003. A Barn Dance is scheduled for October 17, 2003 at Maple Avenue School from 7-9 p.m. A new page has been hired; she will begin next week. Twenty-three applicants had applied. A staff member is taking three catalog courses through the State Library.

**Friends of the Library**

The next Friends meeting is September 23 at 7:00 p.m. A Ski and Skate Sale is tentatively scheduled for November 8, 2003.

**August Statistics**

The statistics for August were provided to the Board. Circulation has not increased to date; however, everything else has shown an increase.

**Bookends Column**

Included in the Board's packet.

**OLD BUSINESS**

Barbara Griffin arrived at this time.

**2004 Budget/Budget Subcommittee**

Last month the Board approved the budget without the Finance Department changes. Those numbers have now been added. George reported that the Budget Subcommittee met last night. Three savings accounts are held by the Library Trustees. One checking account is held. The Building and Renovation line holds monies left over from the building project. The dividend line includes dividends from the stock. The NH Charitable Foundation includes the investments. The intent of the Fidelity account is for capital improvements. The subcommittee recommended that this line continue to grow to be used toward a future building project. The subcommittee also recommended that the Building and Renovation line be closed and the monies be moved to the Fidelity Account. The committee also suggested that \$15,000 be transferred from the fines (savings account) to the Fidelity Account. The committee suggested that the increase proposed in the Books and Publications line in the amount of \$2,395 and in Programming, which is showing an increase of \$437, be taken from the revenue account, rather than asking for an increase in the budget for these two lines.

Dianne will schedule a meeting with the Town Administrator to review the process for listing the revenues on the budget report.

**G. Fullerton moved to close the Building and Renovation fund and move the monies into the Fidelity Account. Seconded by B. Griffin. Voted unanimously in the affirmative.**

**M. McLean moved to transfer all funds from the Dividends Account into the Fidelity Account and to close the Dividends Account. Seconded by G. Fullerton. Voted unanimously in the affirmative.**

**G. Fullerton moved that earned dividends in the Fidelity Account would be reinvested back into the Fidelity Account. Seconded by M. McLean. Voted unanimously in the affirmative.**

Dianne will obtain a quote for an irrigation system. The fines account will be reduced to hold only monies for the current year. The monies needed for operating expenses, such as the irrigation system, materials, programming, subscriptions, book drop, etc. will be moved into the checking account from the fines account once the required figures are obtained.

**G. Fullerton moved to transfer \$10,000 from the fines account into the Fidelity Account. Seconded by B. Totherow. Voted unanimously in the affirmative.**

B. Griffin explained that the Board of Selectmen have reviewed the department heads' salaries as compared to other towns, and recommended a \$2,000 increase for the Library Director.

**B. Griffin moved to set the department head's salary at \$55,000 for the 2004 budget. Seconded by M. McLean. Voted unanimously in the affirmative.**

#### **NEW BUSINESS**

##### **Job Description**

Dianne distributed a job description for the pages, which never received an approval date in the past. Minor changes were made.

**B. Griffin moved, seconded by G. Fullerton to approve the revised Page job description as presented by the Director. Voted unanimously in the affirmative.**

**ADJOURNMENT – Next Board Meeting is October 15, 2003.**  
**The Board meeting adjourned at 8:50 p.m.**

Respectfully submitted,

Jo Ann Duffy