

**UNOFFICIAL
AS OF 09/21/06**

**LIBRARY TRUSTEE
MINUTES**

SEPTEMBER 20, 2006

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

Excused: Brenda Pfahnl.

Chairman Brzozowski called to order at 7:00 p.m.

ACCEPTANCE OF AUGUST 2006 MINUTES

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

PUBLIC COMMENTS

There were no members of the public present.

TREASURER'S REPORT

- a. Acceptance of \$185.20 grant from the NH Humanities Council to pay scholar Richard Hesse for the September 11 program, "Civil Liberties vs. Security in Post 9-11 America".

H. Boyle moved, seconded by S. Osburn to approve the acceptance of the grant monies. Voted unanimously in the affirmative.

- b. Acceptance of \$60 unanticipated revenue in Carolyn Benthien's name in celebration of her 60th birthday.

R. Biron moved, seconded by S. Osburn to accept the donation. Voted unanimously in the affirmative.

- c. Acceptance of \$800.00 grant from the NH State Council on the Arts to fund our annual Barn Dance on October 13, 2006.

R. Chamberlin moved, seconded by M. Pelletier to accept the grant. Voted unanimously in the affirmative.

- d. Acceptance of \$28.24 unanticipated United Way contribution from Ms. Holly Graham.

S. Osburn moved, seconded by R. Chamberlin to accept the donation. Voted unanimously in the affirmative.

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

The savings account is now the recipient of the Fidelity Account until the end result is determined. Lisa will submit a proposal concerning the monies for the Concentration Account. Six month to five year CD's are available. S. Osburn suggested that the \$80,000 in the savings account be invested into a six month CD.

M. Pelletier moved, seconded by S. Osburn to take approximately \$80,000 (exact dollar amount to be determined by Director) from the savings account and invest this into a six-month CD account. Voted unanimously in the affirmative.

The stonewall will be rebuilt for a cost of \$5,880 and will be complete in October. It will be back mortared and they will add some stone.

The advertising line has been used for the public hearing notice, and the ads for a new custodian.

DIRECTOR'S REPORT

Highlights – Weekly Rotary meetings and monthly executive board meeting; will attend GMILCS executive board and full board meeting on September 21; monthly town department head meeting (9/15); monthly CERT Corp Council meeting and roundtable subcommittee meeting; library budget presentation with Lisa on September 11; monthly NHLA meeting; facilitated monthly book discussion; attended DAR meeting on 9/12 and spoke about literacy; met with Marc T and Jerry from Atlantic Energy Solutions about energy saving lighting project; meeting with other panelists for NELA presentation in October.

Building – Carpet to be cleaned in October; three stonewall bids were received; lighting project scheduled to take 3 days in late September. The light fixtures on the second floor will be replaced.

GMILCS – Will meet on September 21 at Wadleigh Library, Milford. Horizon is down for upgrades on September 19 – used backup circulation system.

August Statistics –

The monthly statistics were reviewed. They were very impressive!

Staff – Staff performance reviews have been completed; merit to be paid this month. Staff will participate in hiring process of new custodian and assistant director.

Friends of the Library – The meeting is scheduled for September 26 at 7:00. “Knitting @ Night” at 6:00 p.m.

Bookends Column –

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

OLD BUSINESS

Finance Committee – 2007 Budget Presentation

Lisa and Dianne presented the budget to the Board of Selectmen and Budget Committee. The presentation went very well.

J. Caprio stated the Board of Selectmen set a goal to try to keep the tax rate level.

Personnel Committee

S. Osburn reported that the Director completed the staff evaluations. The merit increases will be disbursed next week. The Director’s evaluation should be complete within two weeks.

Strategic Planning Committee

The staff focus group will be scheduled for October 6 at 3 p.m. The library will need to close early.

L. Iodice moved, seconded by S. Osburn to close the Library at 3 p.m. on October 6. Voted unanimously in the affirmative.

Lisa, Susan and Steve met with May Gruber and her daughter in-law, Linda Sidore, concerning the possibility of receiving funding from the Sidore Foundation.

Project at 12 High Street (Parker Colby House)

The library received a letter from the Town stating there will be a public meeting with the Planning Board on Thursday, September 28 to determine if the application from Mr. Donner is complete. Plans are available at the Town Hall. The C.I.P. public hearing is scheduled for Thursday, September 21, 2006 at 7:00 p.m.

Using GTV for PR

M. Pelletier reported that four videotapes have been completed. GTV is undergoing major reconstructed, which has limited our ability to get things on the air. The first tape was ½ hour, which was a tour of the library. The second tape was about 9-11. The third tape was about the second floor and the homebound program. The audio did not come

out and needs to be redone. The 9-11 Memorial was also taped. The staff would like to house a camera at the library, so that events can be taped on a regular basis. D. Hathaway will find out if monies are available for this purchase.

NEW BUSINESS

Fall Workshops are being held. D. Hathaway distributed copies of the registration to interested Board members.

R. Chamberlin asked if the library's collection contained any books, videos, etc. on Steve Irwin. D. Hathaway will look into this further.

Downloadable Audio – R. Chamberlin asked if a program was available to allow patrons to download directly off the public terminals. D. Hathaway explained that this is available to the public. This information will be tracked on the circulation report.

ADJOURNMENT

R. Chamberlin moved, seconded by R. Biron to adjourn the meeting at 8:25p.m. So voted.

THE NEXT MEETING IS SCHEDULED FOR OCTOBER 18, 2006.

Respectfully submitted,

Jo Ann Duffy