

**UNOFFICIAL
AS OF 10/21/10**

**LIBRARY BOARD OF TRUSTEES
MINUTES**

October 20, 2010

Present: Jennifer Foley (Chair), Sara Santoro, Sue Plante, Carole Whitcher and Mike Lawler.

Absent: Tess Marts and Lisa Iodice

Also Present: Dianne Hathaway (Library Director) and Paul Argro (Budget Committee rep.)

CALL TO ORDER

Jennifer Foley called the meeting to order at 6:34 p.m.

PUBLIC COMMENTS

Thank you email from a patron regarding on-line facilities. Patron found this service extremely helpful.

PRESENTATION

Ken Richards, Lead Dog Builders part of the 250th committee. We have been talking about legacy pieces. They were looking to do a statute and a gazebo was also discussed. Scott had suggested there may be space on the library site. They are thinking of a rectangular shape 12' x 20' or 12' x 18'. No other locations have been discussed. Dianne reported that the staff had questions regarding maintenance, power, who would be in charge, etc. The entire project would take approximately one week. There was a future plan for concerts, etc. The Board of Selectmen will make the final decision. The materials will be donated by local vendors. J. Foley will contact Scott Gross to confirm that the ultimate decision is up to the BOS, and this will be an agenda item for the November meeting.

APPROVAL OF SEPTEMBER 15 MINUTES

Change Janet to Janice. Pages 2, 5th line, add negotiations are ongoing. Sue Plante reported that providing zero steps was rejected by the HR committee. It got brought up in the sub-committee and it was a 2-1 vote to deny it. Change HR committee to LBTF A and F Committee. Coffee maker – add – employees will purchase own coffee supplies from now on. Page 3 - .15 is for printing and copying. Vote was 4-1 Jen Foley voted no.

Voted to approve as amended. 4-1. Carol abstained.

APPROVAL OF SEPTEMBER 15 NON-PUBLIC MINUTES

Page 1, D. Hathaway was not present for the non-public session.

S. Plante moved, seconded by M. Lawler to approve the minutes as amended. Vote: 4-0-1. Carole abstained.

Non-public minutes were sealed for one year.

APPROVAL OF OCTOBER 1 MINUTES

Amendments: Special "meeting" misspelled.

Page 1- the following emails were listed verbatim.

Page 3, add - the comments received from the Finance Director made the Board change their direction at the Sept 15 meeting.

Now you have a person, (add) namely Janice. Also received different directions from Scott, Janice and Sue D.

Santoro misspelled.

M. Lawler motioned to approve the October 2010 minutes as amended, seconded by Sara Santoro. Motion carried.

Carole and Sue abstained.

LIBRARY FINANCIAL REVIEW

2011 Budget Presentation for BOS & BC – October 23

\$8,100 decrease represents a level funded budget. The consensus of the Board was to include the decision that Wages and COLA's will be frozen as part of this presentation. M. Lawler reintegrated that this is a separate board ; although they do agree with the BOS on this occasion.

Email was received today from Sue Desruisseaux to Scott Gross. Linda ran the cost of paid lunches for all hourly employees. Some of the employees receive paid lunch break (1/2 hour). There had been discussion regarding whether there was liability and it was found that the town was not liable if an employee were to leave the building during that time. This would be an annual savings \$11,673 if this item were cut. M. Lawler stated that they sometimes answer the phones, etc., during their lunch break if they stay in the building. D. Hathaway stated she did not have a problem not paying staff for mealtime; however, she does not want to reduce staff during those times. To make up the \$8,100, she would rather reduce a staff member who is not a high performer. Take away the mealtime and increase the hours and then reduce person from 40 to 35 hours per week. This would still be a full time position and they would not lose benefits. Work day would be extended by ½ hour. This would not impact the operating hours at the library. Some monies would be taken from programming and some from computers. Programs for high attendance would not be reduced. Reduce computers by \$750 and programming by \$750.

Some of the changes do not take effect until July 1. M. Lawler asked if there was any discussion that the reductions are not for the full year.

S. Plante moved to vote on the level funded budget and this is how we will accomplish it:

Follow wage freeze recommended by the BOS. The employees who currently receive lunch pay would extend their work day by ½ hour and would not receive compensation for their lunch break. One full time staff position would be reduced from 40 hours per week to 35 hours per week, which would result in a \$6,600 savings (approximately). The remaining \$1,535 will be a reduction of \$768 from the computer line and a reduction of \$767 from the program line.

Seconded by S. Santoro.

Voted unanimously in the affirmative.

Trust Fund Accounts Review

A new line has been included for the TD Bank CD.

Monthly Expenses Review

Expenses/Budget Analysis
Summary Report for Expenses No questions.

Professional Dues line is over budget. The Director believes this is due to increased dues amounts. The staff attended the American Library event in January. The NHLA dues may also increase this year.

DIRECTOR'S REPORT

Monthly Activities Report –
Distributed.

Sandy and Dianne attended NEALA. Sandy presented “More than Home Delivery Outreach”. She and Claudia from Manchester received rave reviews.

American Library Association – article on September project with Sandy Whipple!!

Cassie is now being used. Increase in revenue has been observed.

Highlight Operations Statistics –
Distributed.

SUBCOMMITTEE REPORTS

Administrative/Finance—Discussed above.

Human Resources –Job Descriptions

Each amended job description was reviewed and amended. This exercise did not include the job description for the Director.

Library Assistant
Head of Youth Services
Adult Services and Outreach Coordinator
Library Assistant Marketing
Library Assistant Adult Services
Library Assistant Young Adult Services
Library Assistant Circulation and Outreach Services
Library Aide Circulation and Interlibrary Loan
Library Page

M. Lawler moved to accept the job descriptions as amended. Seconded by C. Whitcher. Voted unanimously in the affirmative.

Planning & Communication—

The temporary parking lot will be paved by the end of October. M. Lawler will begin to investigate the need for handicapped spaces. Donner's email will be referred to the Town Administration if requested again. M. Lawler will act as the liaison concerning parking and easement matters concerning the abutting property. The next community questionnaire would focus on how the library would save household expenses for patrons. Continuing to work on reconfiguring goals.

Draft sub-committee minutes will be sent to D. Hathaway for posting, but will not be distributed to the Board until they are approved.

REPORT ON COMMUNITY MEETINGS

BOS and BC Monthly Meetings -

Previously discussed. Paul updated the Trustees concerning last night's Budget Committee meeting.

Update on Town HR Committee –

The budgets were discussed. There will be another meeting next week.

OLD BUSINESS

Trustee Packet Template – Tess is working on this.

NEW BUSINESS

Holiday Calendar –

C. Whitcher moved, seconded by Jen Foley to accept the holiday calendar. Voted unanimously in the affirmative. S. Santoro not present.

Revenue Ideas –

Tabled to November.

MISCELLANEOUS

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

Items for Monthly Executive Report – Dianne Hathaway

ADJOURNMENT

M. Lawler motioned to adjourn the meeting, seconded by S. Plante at 9:32 p.m. So voted.

**Next Meeting – Wednesday, November 17, 2010 at 6:30 p.m.
In the Goffstown Public Library Meeting Room.**

Respectfully submitted,

Jo Ann Duffy

Subject to approval by the Trustees.