

**UNOFFICIAL
AS OF 12/09/07**

**LIBRARY TRUSTEE
MINUTES**

NOVEMBER 21, 2007

Present: Steve Brzozowski (Chair), Dianne Hathaway (Director), Ruth Anne Biron, Susan Plante, Brenda Pfahnl Mike Pelletier and Hank Boyle.

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

ACCEPTANCE OF OCTOBER 17, 2007 MINUTES

M. Pelletier moved, seconded by R. Biron to approve the minutes as amended.

Amendments: Lisa Iodice and Sue Plante were not present.

Vote: All in favor, H. Boyle and S. Plante abstained. Motion carried.

ACCEPTANCE OF SEPTEMBER 19, 2007 MINUTES

H. Boyle moved, seconded by M. Pelletier to approve the minutes as presented. Voted unanimously in the affirmative. S. Brzozowski abstained. Motion carried.

PUBLIC COMMENTS

No comments were received.

TREASURER'S REPORT

D. Hathaway distributed copies of the Treasurer's Report and the Expense Report. Dianne explained that she had just received the reports today. They have not yet reconciled October's financials. The budget is in good shape. Dianne reviewed the individual budget lines and how she planned to expend the funds.

M. Ryan did send an email to Terry Knowles. D. Hathaway will follow up with this.

Brenda joined the meeting at this time.

DIRECTOR'S REPORT

Meeting Highlights – weekly Rotary meetings and monthly executive board meeting; monthly town department head meeting; no monthly NHLA board meeting; chaired GMILCS executive board and full board meetings; facilitated both book discussion groups; chaired monthly Hillstown Cooperative meeting; NHLA conference committee

meeting; attended NHLA Annual Meeting 11/1/07 in Plymouth; attended two lengthy BOS budget deliberations; attended RefNet meeting for a demonstration of Aquabrowser and Endeca; read to Ms. Rioux's class at Bartlett School and had a great time; Goffstown 250th Anniversary Committee meeting on 11/8.

Building – No problems or concerns.

GMILCS – Meets on November 15. Time to purge old cardholders – probably will purge cards expired two years or more; getting ready for second round of ILS demonstrations on November 27 and Dec 7. Polaris and iii have been invited back.

October Statistics – The statistics look very good. 815 bottles of bubbles were handed out on Halloween. Circulation has increased by 3%. Currently 400 members belong to Dear Reader. It was suggested that staff investigate the possibility of providing outreach to Medford Coop and The Meetinghouse. D. Hathaway will follow up on this.

Staff – An additional evening for Gingerbread House Decorating has been added. November 30 at 6:30 p.m. - Polar Express, Hank will be helping out as the conductor this year.

Friends of the Library – “Knitting@Night” on November 27 at 6:00 p.m. The Ski and Skate sale raised approximately \$1,000.

Articles of Interest and Education – Included.

OLD BUSINESS

Finance Committee (CAP, CD's) Investment Policy–
The Board will begin work on this policy in early 2008.

Personnel Committee- Merit Recommendation

Every year there is a pool of \$3,000 that is distributed to the library staff based on their reviews. R. Biron presented an option to the current distribution process to further award employees who score higher. D. Hathaway explained that most employees are on the matrix. The increases each year include a step, COLA and the merit. At the end of the matrix (8th year) the employee receives longevity pay. There will be a total of five employees receiving longevity in 2008. The longevity payment is \$390 per year for full-time employees. This amount increases every two years to a maximum of \$2,730. It is half that amount for part-time employees. The Board members agreed that they need to review the entire method. A set of options will be presented to the full board by Ruth Anne and Steve in February. The Director's evaluation will be submitted by the December Board meeting.

R. Biron moved, seconded by S. Plate to adopt the merit program increases for 2007 as presented. Voted unanimously in the affirmative.

Strategic Planning Committee

Cheryl Bryan Consulting was recommended and contacted as a long range planning consultant. Ms. Bryan would provide planning functions and a study. The Board would ask that she look at expanding the current building, as well as other options.

R. Biron moved to hire Cheryl Bryan Consulting and to allocate \$15,000 of the Stips Bequest for this expenditure. Seconded by S. Plante. Voted unanimously in the affirmative.

Credit Card Policy

Tabled to December.

NEW BUSINESS

2008 Holiday Calendar

D. Hathaway reported that the floating holiday for Veteran's Day did not work well because it was hard to schedule days off in place of the staff working that day.

M. Pelletier moved, seconded by S. Plante to approve the 2008 Holiday Calendar as presented by the Director. Voted unanimously in the affirmative.

D. Hathaway received a thank you letter from the Goffstown Main Street Program for allowing the children to use the children's room during the Pumpkin Regatta.

The Board will review the list of items requested by staff members during their meeting with Robbie Grady at the December Board meeting.

ADJOURNMENT

H. Boyle moved, seconded by B. Pfahnl to adjourn the meeting. So voted.

The next meeting is scheduled for December 19, 2007 at 7:00 p.m.

Respectfully submitted,

Jo Ann Duffy