

**UNOFFICIAL
AS OF 11/19/09**

**LIBRARY TRUSTEE
MINUTES**

NOVEMBER 18, 2009

PRESENT: Lisa Iodice (Chair), Sue Plante, Jennifer Foley, Ruth Anne Biron, Sara Santoro, Tess Marts, Mike Lawler and Scott Gross (Selectmen's Rep). Also Present: Dianne Hathaway (Director).

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

PUBLIC COMMENTS

No comments were received.

APPROVAL OF SEPTEMBER AND OCTOBER 2009 MINUTES

Amendment: October meeting began at 6:30 p.m.

S. Plante moved to approve the October 2009 meeting as amended. Voted 4-in favor, 2-abstained. Lisa and Tess abstained. Motion carried.

L. Iodice moved to approve the September 2009 minutes as presented. Seconded by M. Lawler. Vote: 4-in favor, 2-abstained. Tess and Sue abstained. Motion carried.

TREASURER'S REPORT

Trustee report and reviewed by the Board members. The air conditioning replacement is now listed in the encumbered column. The tree removal will be charged to line 55320.

Acceptance of \$301.75 check from the Trustees of the Trust Funds. This amount was unanticipated interest income on the funds held and invested by the town Trustees of Trust Funds; \$300 was the anticipated and budgeted amount for 2009.

L. Iodice moved, seconded by R. Biron to accept the grant as presented. Voted unanimously in the affirmative.

Suggestion made to use the funds for the appreciation breakfast. The Board members agreed.

DIRECTOR'S REPORT

Meeting Highlights –Weekly Rotary meetings; monthly town department head meeting; BOS budget deliberations; facilitated book discussion group; chaired GMILCS executive and board meetings; spoke to Reference and Adult Services Librarians conference; attended reception for Charlie Carr; long-time Friend;

met with Sue Plante regarding 2010 staff schedules; staff development (Tool Time) with 8 staff members, Girls at Work; NHLA conference committee meeting; annual LGC conference. (Note: because we are shorthanded, I have been covering service areas when need, including Saturdays. November and December should be better).

Currently serving on GMILCS executive board as the consortium president; NHLA conference committee as vendor liaison; NELA conference programming committee; GMILCS Membership Group.

Building –2nd floor A/C unit – was to be replaced in early November; not yet replaced. Carpet and upholstery cleaned on November 7. Tree removal cost was \$150.

GMILCS –Meeting next on November 19. We will review by-law changes. The executive board is working on a disaster plan.

October Statistics – The statistics look very good overall. Circulation is up 22% over last year. The Board discussed the monthly statistics report and suggested that it would be helpful to receive the past 10/5 year statistics sometime in January.

Staff –Performance reviews completed. Rehired Jessica D’Avanza temporarily to fill in D. Schaaf’s schedule through December. Staff and I will begin working on updating and rewriting job descriptions in January. The 2nd floor bathroom has been closed to the public.

Outreach with Sandy –

Pumpkinfest Talent Contest Judge
Main Street “Meet Your Neighbor” meeting
No GGCA meeting
History of Brewing 11 attendees
Book Group 9 attendees
Training Up webinar
Newsbank webinar
1 Performance review
1 coaching session

Friends of the Library – Pie auction scheduled for Saturday, November 21 at 6:30 p.m. at Stark Hall.

Articles of Interest and Education – included in packet.

COMMITTEE REPORTS

Budget Committee –

The town budget committee will be deliberating on December 1 and December 8. The presentation went very well.

Mission Oversight Committee –Will be meeting with the Director in mid-December to review missions and goals.

Informal Survey – prepare for inclusion on the web site and paper copies will also be available. Additional work is needed.

Personnel Committee –

1. Staff reviews are completed and they went very well.
2. Director review is in progress - Richard and Ruth Anne
3. Staff overtaxed/reconfigured library hours – Sue met with Dianne and reviewed the possible staff/hours changes that will help alleviate this.
4. Merit policy options – R. Biron recommended that the merit policy remain as is for 2009. The committee needs to plan for possible changes in 2010. Options will be brought to the Board for consideration. **R. Biron moved to pay the amount of money in the budget for merit for 2009. Seconded by L. Iodice. Voted unanimously in the affirmative.** R. Biron now has the costs of the total benefit package for each employee.
5. Compensated lunch breaks – L. Iodice – Tabled. M. Lawler will resend email from Sue Desruisseaux concerning this item.

Strategic Planning – No report.

Interim Land Use Policy – Sara and Jennifer need to create spring/summer interim policy for patron use. Board discussed possibility of using the vacant land for parking and whether crushed stone would be suitable. Also discussed maintaining picnic table in this area as well.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Board of Trustee committees and priorities – S. Santoro

Sara distributed the list containing the description of the three committees and their membership. Sara asked for input and suggested this be discussed at the next meeting. The Board also discussed who should be responsible for setting the agenda for the Trustee meetings. The Board members agreed that the Director and the Chair will communicate on the Monday prior to the meeting and finalize the agenda.

Review library shortage hours and effect on employees (Saturday coverage) –
Tabled until January.

Conference/staff development training –

The staff will attend the ALA Midwinter conference on January 16, 2010. The library will need to be closed that day. The Board agreed with this request and asked that the closing be publicized.

L. Iodice moved to close the library on January 16. Seconded by R. Biron. Voted unanimously in the affirmative.

Plan appreciation breakfast –

The Board agreed that the breakfast will be held on the second or third Friday in December.

Update on Friend's meeting – Mike
No report.

Change to permanent 6:30 p.m. meeting start time – Susan

L. Iodice moved, seconded by S. Plante to begin future meetings at 6:30 p.m. Voted unanimously in the affirmative.

ADJOURNMENT

M. Lawler moved, seconded by S. Plante to adjourn the meeting. So voted.

Next Meeting – Wednesday, December 16, 2009.

Respectfully submitted,

Jo Ann Duffy