

**UNOFFICIAL
AS OF 11/26/08**

**LIBRARY TRUSTEE
MINUTES**

NOVEMBER 19, 2008

PRESENT: Richard Chamberlin (Vice-Chair), Sue Plante, Jennifer Foley, Mike Lawler, Sara Santoro, Ruth Ann Biron. Also Present: Dianne Hathaway (Director).

Vice-Chairman Chamberlin called the meeting to order at 7:00 p.m.

APPROVAL OF OCTOBER 2008 MINUTES

J. Foley moved, seconded by R. Biron to accept the minutes as amended.

Amendments: Page 1, last paragraph, second sentence should read: “We will be working harder to get staff on the circulation desk for additional training on the new automation system after hearing from the public about errors and inconsistencies.” Page 2, first paragraph, 3rd line – “opening” is misspelled.

Voted unanimously in the affirmative.

APPROVAL OF OCTOBER 2008 NON-PUBLIC MINUTES

J. Foley moved, seconded by M. Lawler to approve the non-public session minutes as presented.

Voted unanimously in the affirmative. R. Chamberlin abstained.

PUBLIC COMMENTS

No comments were received from the public.

TREASURER’S REPORT

The budget is in good shape; there are a few lines over expended. The work on the computer network is nearing completion; which should result in a more stable network. The check was finally received from the Trustee of the Trust Funds. A discussion ensued regarding the method of notification to patrons of late fees (email vs. paper).

NONPUBLIC SESSION RSA 91-A:3 II (a) PERSONNEL

R. Chamberlin moved, seconded by M. Lawler to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

J. Foley moved, seconded by R. Chamberlin to return to public session. A roll call vote was taken with all members voting in the affirmative.

M. Lawler moved seconded by J. Foley to approve the merit increases for 2008 as presented. Voted unanimously in the affirmative.

M. Lawler moved, seconded by R. Biron that the step and merit increases will be tied to the evaluations, including a decrease in steps beginning in 2009. The Trustees will establish a formal policy in January 2009.

DIRECTOR'S REPORT

Meeting Highlights – Weekly Rotary meetings and monthly board meeting; chaired GMILCS executive board and full board meetings; town department head meeting-postponed; facilitated monthly book discussion group; attended BOS budget deliberations; attended 3-day NE Library Association conference in Manchester; attended NH Library Association annual business meeting; met with two book vendors and placed orders; attended monthly Hillstown Cooperative meeting in Brookline; “attended” webinar from Polaris titled, *The Everywhere Library*. Also will be attending Budget Committee deliberations November 13, 18, 20 and 25 at 7 p.m.

Building – Electrician finished hooking up radiant flooring and the difference was immediate! The project went well and it was successful.

GMILCS – Meets on November 20 at the Amherst Town Library. The GMILCS Board will discuss the plans for the retreat scheduled for February 2009.

October Statistics – Circulation has increased 6.5% over last year.

Staff – The new page hired at the end of September is being coached heavily by Marsha and Jessica. The new circulation aide is fabulous and learning what she needs very quickly.

Outreach with Sandy –

GhostQuest	35 attendees
Poetry Slam	18 attendees
Book Discussion	11 attendees
Teaching Kids About Money	3 attendees
NH Cemeteries and Gravestones	34 attendees
Big Read Program Planning Meeting	
Get Carded @ Pumpkin fest	5 new cards
Talent Contest Judge @ Pumpkinfest	
Crispin's House Info Booth @ Pumpkinfest	
Greater Goffstown Community Association Meeting	
Crispin's Work Session	
Crispin's Board	
Web 2.0	

Friends of the Library – No meeting scheduled. Ski and Skate Sale went fairly well with a decent profit, though not as in past years. The Friends held a Pie Sale recently, which was a huge success. There was discussion that this may be an annual event.

Articles of Interest and Education – included in packet.

NONPUBLIC SESSION RSA 91-A:3 II (d) LAND AND REAL ESTATE

Steve Griffin, Town Planner, was also present.

M. Lawler moved, seconded by J. Foley to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

R. Biron moved, seconded by J. Foley to return to public session. A roll call vote was taken with all members voting in the affirmative.

J. Foley moved, seconded by M. Lawler to seal the minutes of this non-public session for 15 years. Voted unanimously in the affirmative.

OLD BUSINESS

Finance Committee – Investment Policy tabled.

Personnel Committee – Discussed during non-public session.

Strategic Planning Committee – Mission, Goals and Objectives; Activities- The monies for this project have been encumbered for 2009.

R. Biron moved, seconded by M. Lawler to approve the Goals and Objectives developed by the Director with amendments. Voted unanimously in the affirmative.

Guidelines for Non-Public Minutes- J. Foley questioned whether the Board needs to state the reason for sealing minutes. S. Plante stated that NH Library Trustee Association Guidebook states that the minutes should be retained at the library and to the Trustees.

NEW BUSINESS

Appreciation Breakfast –

M. Lawler moved, seconded by R. Biron to approve the appreciation breakfast and that the expenditure should be paid for out of the fine monies. Voted unanimously in the affirmative. The tentative date for the breakfast is December 12.

FUTURE AGENDA ITEM

Year Round Book Sale

ADJOURNMENT

Next Meeting – Wednesday, December 17, 2008.

Meeting adjourned.

Library Trustee Meeting Minutes
November 19, 2008

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Respectfully submitted,
Jo Ann Duffy