

UNOFFICIAL

AS OF 12/16/10

LIBRARY BOARD OF TRUSTEE

MINUTES

December 15, 2010

PRESENT: Jennifer Foley (Chair), Lisa Iodice (Vice-Chair), Sue Plante, Mike Lawler, Sara Santoro, Carole Whitcher, and Dianne Hathaway (Library Director).

Also present, Wayne Eddy.

CALL TO ORDER

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

PUBLIC COMMENTS

C. Whitcher spoke with the Town Clerk about candidates signing up to be on the Library Board of Trustees. She learned that they can register beginning Jan 19th through the 28th and must be a registered voter in town.

A member of the public, Wayne Eddy spoke about his interest in joining the Library Board of Trustees. He is a retired resident, who also works part time as a computer programmer. His past board experiences include a few years on the ZBA.

M. Lawler motioned to appoint Wayne Eddy as an alternate member to the Library Board of Trustees, seconded by Lisa Iodice.

All in favor. Motion carried.

J. Foley read a letter from Patricia Shinkiewicz to Robbie Grady, Executive Director of Goffstown Main Street Program. "I was thrilled with the library staff as always, I have to say I was as excited to see the conductor for the Polar Express story time as my grandson, Dylan was. Everything from the tickets to the seating, sound effects, hot chocolate and bells made it seem the real train event."

APPROVAL OF NOVEMBER 2010 MINUTES

M. Lawler asked to amend the November 2010 minutes and add Steve Seltzer to the present roster as a member of the public and an abutter to the library.

C. Whitcher asked to amend under the heading Old Business—Discuss Gazebo Proposal of Ken Richard re: 250th Anniversary, to replace the sentence "General consensus was it is not worth exploring constructing a gazebo on library property." To read "Though grateful for the offer, it

was decided it would not fit the mission of the library.” M. Lawler asked to add to the sentence, “The Board thanked him for his generosity.”

L. Iodice motioned to approve the minutes as amended, seconded by Sarah Santoro.

All in favor. Motion carried.

LIBRARY FINANCIALS

J. Foley motioned to accept a memorial donation totaling \$120.00 in memory of Marion Stanhope, former Library Trustee, seconded by C. Witcher.

All in favor. Motion carried.

J. Foley motioned to accept a \$51.00 donation from Tim Sheehan to buy content for the Barnes & Noble Nook e-reader, seconded by L. Iodice.

All in favor. Motion carried.

The Trustees reviewed their account information.

D. Hathaway explained a situation that has arisen from a patron’s bounced check. The library is still waiting to receive the funds.

The Trustees reviewed the expense to budget analysis. J. Foley questioned the possibility to encumber money for books. D. Hathaway did not think it was ethical to encumber money for books that are being published in 2011. C. Witcher asked D. Hathaway if on Dec. 31st, does the library close with a lot of money left in its budget and the reply by D. Hathaway was “No, not in the past few years”. The Trustees agreed with D. Hathaway about not encumbering money for books and closed the discussion.

The Trustees reviewed the summary report for expenses and D. Hathaway noted the increase in damaged materials from water, coffee and damage from pets.

LIBRARY DIRECTOR’S REPORT

The staff requested that the programming survey continue, as feedback has been minimal. The staff requested a Library Board of Trustees recruitment video for GTV and YouTube.

1. ***Meetings and Other Highlights***—monthly town department head meetings; GMILCS Personnel Group & Board meeting; NELA Board Meeting; met with Parks and Recreation director; weekly staff meetings; facilitated book discussion group; Polar Express; no Saturdays worked this month.
2. ***Commitments***—currently serving on NHLA Conference Committee as vendor liaison, NELA Conference Programming Committee, GMILCS Personnel Group Chair, Goffstown 250th Anniversary Committee; Junior Director of NELA.

3. **Building**—DPW on site to stripe the parking lot and give us beautiful, correct handicapped spots. Replacement parts for the radiant flooring are in, waiting for date and time to install; hoping the labor costs will be included in warranty coverage but not holding my breath. Rodents are (so far) not evident after Dave took precautions.
4. **GMILCS**—meeting on December 16 at 1:00 p.m. in Manchester. Making preparations to stop open requests with SNHU as well as walk-in service effective January 1. Their holdings will still be seen in the catalog until May 1.
5. **November 2010 statistics**—the statistics have healthy increases in many categories and decreases in programming that we anticipated due to a loss of 17 staff hours and a shifting in program interest by the community. In addition, the theater project during the summer of 2009 distorted our off site program numbers. We are unsure why some of our excellent events attract few attendees. The library staff will be looking at a Teen Advisory Board for assistance with teen programming and will evaluate all programs for 2011 planning. The counts for reference transactions continue to grow with increases of more than 39% for the total and more than 47% for telephone and email questions. These all take staff dedication and time. Our Common Borrower numbers have been strong this year as well, with more than 11,700 items borrowed at other GMILCS libraries by our cardholders; 2, 871 items checked out by visitors to our library. Database usage slowed this month (3.44%) but is still on the positive side. 31 new cardholders in November. Overall, we are still experiencing a strong growth year for the library in many categories.
6. **Staff**—CASSIE has been helpful in increasing the amount of printing money we have been collecting. My quick look at the earnings show about an average \$130.00 increase per month, looking at four months prior and four months after CASSIE. I will be on vacation December 23 – 31.

M. Lawler commented that the Cassie program has been well worth it and the town in seeing an increase in revenue from the printing costs and greater staff efficiency. L. Iodice suggested a revenue offset in the electronic services line. M. Lawler wants to show the town that the library is bringing in unanticipated revenue from its recent investment in Cassie.

7. **Sandy**: Outreach, 1 GADFS planning meeting; 1 GADFS support supper; Pie Auction; Girls at Work benefit. Professional Development, Hillstown Leadership workshop. Programs, Book Discussion (9 attendees); 3rd Thursday (2 attendees).
8. **Friends of the Library**—the Friends raised over \$800 at their second annual pie auction. They are on their winter break and will resume their monthly meetings the second Wednesday of March to begin planning their annual book sale.
9. **Articles of interest and education**— included in packet.

SUBCOMMITTEE REPORTS

(A) Administrative/Finance (Lisa Iodice, Sue Plante, Tess Marts): By-laws review was ready for its final review by the Board. Members suggested changes in wording, capitalization, etc.

M. Lawler motioned to accept the bylaws as amended, seconded by S. Plante.

All in favor. Motion carried.

The new Trustee packet was ready for the final review. S. Santoro asked to Board to discuss the process of reviewing the packet and how the Board could make the best use of their time. Trustees discussed tabling this packet until January. They will schedule to finish the packet completely by March.

(B) Human Resources (Sue Plante, Mike Lawler):

S. Plante discussed with the Trustees about action that was taken by the staff, following what they read in Staff News that incorrectly stated that as of January 1st, their work day would last ½ hour longer. Some of the staff members met with S. Plante to discuss how they felt about the decision by the Board to follow with the rest of the town departments and no longer offer a paid lunch. This decision will result in the staff working an extra ½ in their day.

D. Hathaway wrote the incorrect information in the Staff News, believing that it was the Board's intent that this was going to change on January 1st. D. Hathaway asked for clarification on the intent of the motion. J. Foley said the vote to no longer pay staff for their lunch break is tied to the level funded budget. She said it would have to be a separate motion to be upheld if the level funded budget does not pass in March.

Mike Lawler moved, seconded by Lisa Iodice to no longer allow employees to receive lunch pay and extend their work day by a half hour beginning May 1st to give employees notice and for D. Hathaway to have time to prepare a schedule.

M. Lawler asked the Board about the date and J. Foley suggested April 1st when the new budget is put in place.

J. Foley motioned to amend the previous motion to change the date to April 1st, seconded by M. Lawler.

All in favor.

M. Lawler said of the Board that this matter was not thought of lightly and the Board was looking out for the best interest of the staff. This was the best scenario the Trustees could come up with to keep a level funded budget, without risking the loss of a staff position. M. Lawler and S. Plante encourage the staff members to attend the Library Trustee Meetings.

(C) Planning & Communication (Mike Lawler, Sara Santoro, Carole Witcher, Jen Foley):

Actively working on missions and goals.

OLD BUSINESS

None.

NEW BUSINESS

The Trustees reviewed D. Hathaway's annual report for the library and added suggestions. J. Foley suggested adding that library programming in 2010 tried to tailor its offerings based on

the economy, such as the coupon cutting program that was highly attended. M. Lawler suggested adding wording to reflect the additional paved parking area and reconfiguration of the existing handicapped space. It was also suggested that mentioning the added number of new cardholders would be appropriate, as well as the annual total of children served at the library and how many had to be turned away from the Polar Express Program.

NON-PUBLIC SESSION, RSA 91-A: 3, II(c)

S. Plante moved, seconded by M. Lawler to enter a non-public session to discuss staff lunches.

The non-public session began at 8:50 p.m.

DATES TO REMEMBER

1/11/11 Deadline for CBA's and Petitioned Articles

1/12/11 7:00 Budget Committee's Public Hearing on Budget and Special Articles

1/13/11 7:00 p.m. Snow date

2/5/10 School Deliberative Session

2/7/10 7:00 p.m. Town Deliberative Session

2/10/10 7:00 p.m. Snow Date for Town Deliberative Session

2/12/10 Snow date for School Deliberative Session

3/8/10 7:00 a.m. to 7:00 p.m. Elections

MISCELLANEOUS

Items for Town Monthly Executive Report, reported by D. Hathaway. Staff will no longer be compensated for meal breaks in keeping with other town employees effective April 2011. Voted and approved amendments to their bylaws.

ADJOURNMENT

J. Foley moved, seconded by M. Lawler to adjourn the meeting at 9:37 p.m. So voted.

NEXT LBOT meeting is January 19, 2010 at 6:30 pm.

Reminder – M. Lawler is the LBOT trustee monitor/on-call for January.

Respectfully submitted,

Jessica D'Avanza