

UNOFFICIAL

AS OF 02/17/11

LIBRARY BOARD OF TRUSTEE

MINUTES

February 16, 2011

PRESENT: Jennifer Foley (Chair), Lisa Iodice (Vice-Chair), Sue Plante, Mike Lawler, Sara Santoro, Carole Whitcher, and Wayne Eddy (alternate).

Also present: Dianne Hathaway (Library Director), Paul Augros and Scott Gross.

CALL TO ORDER

Jennifer Foley called the meeting to order at 6:35 p.m.

PUBLIC COMMENTS

None.

APPROVAL OF DECEMBER 2010 MINUTES

PUBLIC MINUTES—J. Foley suggested these changes:

Page 1: W. Eddy sat on the ZBA in Bow, not in Goffstown.

Page 2: Change,

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.

To,

The Trustees reviewed the expense to budget analysis. J. Foley questioned the possibility to encumber money for books to use in the book line to order books now even if they would not be delivered until 2011. D. Hathaway did not think it was ethical to encumber money for books that are being published in 2011.

Page 4: Change is in the parenthesis and in bold.

S. Plante discussed with the Trustees about action that was taken by **(some)** staff, following what they read in Staff News that incorrectly stated that as of January 1st, their workday would last ½ hour longer.

Page 4: Remove the line *This was the best scenario the Trustees could come up with...*

Page 5: Include time of return from non-public session at 9:20 p.m.

Page 5: Strike D. Hathaway's monthly executive report recap from these minutes and all future minutes.

C. Witcher motioned to approve the December 15, 2010 minutes, seconded by L. Iodice.

All in favor. Motion carried.

NON-PUBLIC MINUTES—tabled.

January 19, 2011 meeting notes by D. Hathaway were reviewed. There was no quorum.

LIBRARY FINANCIALS

- \$250.00 donation from Sue Plante, no restrictions. The Board decided the money will be spent in the area of Children's/Youth Services.

M. Lawler motioned to accept the donation of \$250.00, seconded by S. Santoro.

All in favor. Motion carried.

- \$400.00 donation from the family of Lee Waterman, no restrictions.

S. Santoro motioned to accept the donation of \$400.00, seconded by S. Plante.

All in favor. Motion carried.

- \$25.00 donation in memory of Marion Stanhope from Susan and Donald Sharland.

S. Plante motioned to accept the donation of \$25.00, seconded by S. Santoro.

All in favor. Motion carried.

Trustee's reviewed their account information.

LIBRARY DIRECTOR'S REPORT

1. **Meetings and Other Highlights**—monthly town department head meeting; GMILCS Personnel Group & Board meeting; NELA Board meeting; 250th anniversary committee meeting; Deliberative Session; NHLA conference committee meeting; weekly staff meetings; two Saturdays worked over the last month. Multiple conversations with Fire Department, Dave Roberge, alarm companies regarding fire panel malfunction and ice on building.
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**—Fire panel alarms went off on Saturday, January 29. We evacuated the building and the Fire Department showed up to search and turn off the alarm. The staff was happy I was working that day! Wiring problem was bypassed with the installation of a new wire so all is well as of Tuesday, February 8. We will need to address the installation of de-icing cable in the spring/ summer for the areas of the building that have unsafe ice buildup problems, typically the side facing the bank. It is also causing some potential damage to the wooden soffit that Dave will investigate when the snow and ice has melted.
4. **GMILCS**—mini retreat on February 20 at 1:00 p.m. to engage in a dialog regarding potential new members and membership recruitment. Hooksett Public Library.
5. **January, 2011 statistics.** The statistics this month show decreases in comparison to January, 2010. The weather forced two full days of closure that may account, in addition to extreme cold that keeps people indoors. I feel positive the numbers will rebound during the year. The counts for reference transactions continue to grow with increases of more than 32% for the total and more than 33% for telephone and email questions. These all take staff dedication and time. Our Common Borrower numbers are interesting this month with an increase in visits to GPL but a decrease in our cardholders going elsewhere. Database usage is still going well with an increase of more than 169% over last January. 42 new cardholders in January. One area to keep a watch over is our e-reader content numbers that have been growing steadily every month. Currently we only have content through the NHSL downloadable service but my fear is that will not be enough in the future. The GMILCS Executive Board has formed a task force to look into additional vendors for this content but it will be a few months until their recommendation is available. As you can imagine, this will impact our budget tremendously when we need to split our limited materials money another way.
6. **Staff**—Great turnout for our staff/ trustee social. Thank you!!
7. **Sandy OUTREACH:** GADFS planning meeting and GADFS supper at the YMCA.

PROGRAMS

Book discussion:	6 attendees
Birding program:	rescheduled due to weather

Open mic: 60 + (Apotheca)

8. **Friends of the Library** 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.**

D. Hathaway commented to the board that e-reader content has dramatically increased and that the library's content is not keeping up with the demand. She suggested that the board will need to put money into e-reader content. As of now, book money would have to be split with e-reader material, as the library does not currently have additional money to use to purchase e-books. The Trustees asked to see the division of print v. non-print material in the budget. D. Hathaway also commented that the other area that will grow is DVDs. Netflix just announced that they are getting out of the DVD mailing business and are moving to just streaming videos. She believes the library needs to meet the demands of the patrons.

SUBCOMMITTEE REPORTS

- **ADMINISTRATIVE/FINANCE** (L. Iodice, S. Plante, T. Marts)

The TD Bank CD is coming due and has an interest rate of 0.4%. L. Iodice suggested rolling the CD over into a money market account at an interest rate of 1.1%.

L. Iodice motioned to roll the TD Bank CD into a money market account on March 2nd, 2011, seconded by J. Foley.

All in favor. Motioned carried.

The Trustees began to edit the new Trustee packet.

- **HUMAN RESOURCES** (S. Plante, M. Lawler)

The subcommittee reviewed and edited the job descriptions of the director and custodian positions.

S. Plante motioned to approve the newly edited job description of the director position, seconded by M. Lawler.

All in favor. Motion carried.

S. Plante motioned to approve the newly edited job description of the custodian position, seconded by L. Iodice.

All in favor. Motion carried.

- **PLANNING & COMMUNICATION** (M. Lawler, S. Santoro, C. Witcher, J. Foley)

M. Lawler recommended that the library have signs in the parking lot to the effect of “No Overnight Parking, Violators Will Be Towed” so that the police department can tow the vehicles. He mentioned that these signs are already in place on other parts of town property.

M. Lawler motioned to appropriate the signs in the library’s parking lot that limit parking to patrons only and informs that violators and those that who park overnight will be towed, seconded by L. Iodice.

All in favor. Motion carried.

D. Hathaway will coordinate with the DPW to have the signs made.

The Trustees discussed possible ways to market the library to new residents. S. Gross said he would like to write a letter to new residents from the Selectmen, welcoming them to town and included in the letter could be a paragraph feature the library. He will discuss this with the Selectmen at a future meeting.

D. Hathaway reported that in a poll of her colleagues, they felt as elected officials it would not count for the Trustees to calculate their hours into a volunteer average, as they are not volunteers, they are elected officials. C. Witcher asked about the possible need for this information of calculated hours on a future grant proposal. The board agreed that the information would be gathered for grant writing purposes at that time, if the need arises.

In 2011 the subcommittee will:

- ✓ continue to develop library questionnaires
- ✓ keep the LBOT informed of the needs of the library
- ✓ monitor interim uses of new land parcel
- ✓ update the library’s mission statement and goals
- ✓ work through signage and lighting issues with new parking lot

The Board of Trustees is seeking abutter notice status with the town. They would like their name to be included on the assessor’s card, in addition to the Selectmen’s name, so that they are able to receive notifications as an abutter.

OLD BUSINESS

J. Foley asked the board to start thinking about who will be the next LBOT chair.

NEW BUSINESS

J. Foley asked the board if they've figured out their purpose with the town's HR Committee?

S. Gross said that this year the HR committee will be focusing on their goals. They will begin to have an education process to look at the data and statistics from LGC and the Dept. of Labor.

S. Plante is the voice of the Board on the HR Committee.

J. Foley suggested that the priority of the board is to become educated about library benefits and compensation so that the board knows where they want to go when the discussion comes up in the coming months/years.

The 250th Anniversary Committee requested to use library's land for a jazz/music ensemble during celebration events. The night they are requesting is the night that the Friends of the Library will be setting up their annual book sale and so it is not possible to fulfill the request.

J. Foley felt that it would be a great idea to have a Trustee member in a pumpkin for Pumpkinfest this year.

MISCELLANEOUS

No updates from BOS & BC monthly meetings and deliberative sessions.

Town HR committee meeting cancelled due to snow. No updates from S. Plante.

DATES TO REMEMBER

3/08/2011 TOWN ELECTIONS

ADJOURNMENT

C. Witcher, seconded by M. Lawler to adjourn the meeting at 9:04 p.m. So voted.

Next meeting:

March 16, 2011 at 6:30 pm.

Reminder – **Sara** is the LBOT trustee monitor/on-call for March

Respectfully submitted,

Jessica D'Avanza