

LIBRARY TRUSTEES MINUTES

AUGUST 18, 1993

PRESENT: Theresa Pare (Chairman), Bob Warren, Brian McLaughlin, Barbara Griffin, Dick Gagnon, Paula Baker (arrived at 7:18 p.m.) and Phil D'Avanza (Selectman - arrived at 7:18 p.m.) Also present was Janet Bartels, Library Director.

Chairman Pare called the meeting to order at 7:10 p.m.

MINUTES OF JULY 21, 1993:

A motion was made by B. Griffin, seconded by B. McLaughlin to approve the minutes as printed. Vote: All in favor. Motion carried.

TREASURER'S REPORT:

T. Pare reported that she received a note from Charlotte Davenport, Treasurer, regarding the \$23,000 Stark CD, which matures on September 5th. \$1,777.23 in interest will be transferred into the checking account. A motion was made by B. McLaughlin, seconded by B. Griffin to authorize Paula Baker to work with Charlotte Davenport on where to get the best rate of return. Vote: All in favor. Motion carried.

DIRECTORS REPORT:

BUDGET -

The budget report was reviewed. Questions were raised on salaries. Book line does not reflect a \$3,000 encumbrance. Purchase Order system will go into effect September 1st. There was a question regarding supplies. Director reported that supplies are needed and will be ordered shortly. The Director will be meeting with the roofer to discuss the cost of repairing the roof in the area of the peak. The Director reported that two employees will be taking courses through the School of Lifelong Learning. (Marsha & Gail) Gail was awarded a scholarship from the NH Library Association. She is going for a degree in Library Techniques.

CHILDRENS PROGRAM -

The Director reported that a letter has been placed in the Goffstown News thanking everyone for the successful summer program. A picnic was held at Barnard Park. From June 29th through August 4th the statistics are as follows:

Adult Circulation 89

Childrens Circulation 682

Number of children registered in the reading program 65

COMPUTER RFP -

A copy of the Legal Notice and the RFP was distributed by B. Griffin. After some changes, it was decided to publish this notice in the Goffstown News, Union Leader and Nashua Telegraph. A list of business located in Goffstown will receive a copy of the RFP. Bids will be received until September 15th, whereby, they will be opened at 7:00 p.m.

BOOK CIRCULATION -

B. McLaughlin requested this information for budget purposes.

BARTLETT OUTREACH CENTER -

B. McLaughlin spoke with John Jackman, Realtor. Mr. Jackman will send the newspaper article re: the rental of space in Pinardville to the landlord to show intent. A sample lease should be received shortly. A non-binding offer will then be made for the rental of this property. We would need an answer from the landlord prior to January 1, 1994.

B. McLaughlin reported on his meeting with the school board. The Trustees' plans were outlined and Brian requested that the outreach center be able to remain at Bartlett School until the end of the 1993/94 school year. Initially, a motion was made and seconded by the school board. However, a school board member discussed his displeasure of certain books at the Outreach Center. The motion was then amended. A motion was made by B. Griffin, seconded by B. McLaughlin to table further discussion on this until we have the complete motion from the school board. Vote: All in favor. Motion carried.

BUDGET 1994 -

The Director distributed a work sheet on proposed budget figures totaling \$188,950 reflecting a 5.9% increase. The sub-committee will meet on Tuesday, August 24, 1993. A special meeting of the Library Trustees will be held on Thursday, August 26, 1993.

OTHER BUSINESS:

The Planning Board will hold a conceptual hearing on August 26th at 9:10 p.m. re: the bank building.

PERSONNEL:

A job description for custodian was distributed. A motion was made by B. Griffin, seconded by B. McLaughlin to approve this job description. Vote: All in favor. Motion carried. The page positions were also discussed. J. Bartels was authorized to hire a page for the outreach center.

A motion was made by B. McLaughlin, seconded by B. Griffin to go into non-public session at 8:55 p.m. for personnel.

ROLL CALL:

T. Pare - yes
B. Warren - yes
P. Baker - yes
B. McLaughlin - yes
B. Griffin - yes

A motion was made by to come out of non-public session at 9:10 p.m.

ROLL CALL:

T. Pare - yes
B. Warren - yes
P. Baker - yes
B. McLaughlin - yes
B. Griffin - yes

A motion was made to accept the Director's report regarding the hiring of pages. Motion passed unanimously.

A motion was made at 9:11 p.m. to adjourn the meeting.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

THE NEXT MEETING IS SCHEDULED FOR AUGUST 26TH

INVOICE:

Library Trustees Minutes
August 18, 1993

3.5 hours @ \$10.00 per hour.....\$35.00

Jo Ann D'Avanza
PO Box 314
Goffstown, NH 03045

n, Dick Gagnon, Paula Baker (arrived at 7:18 p.m.) and Phil D'Avanza (Selectman
- arrived at 7:18 p.m.) Also present was Janet