

BOARD OF LIBRARY TRUSTEES
MINUTES

SEPTEMBER 15, 1993

PRESENT: Theresa Pare (Chairman), Dick Gagnon, Chris McRae, Barbara Griffin, Paula Baker (arrived at 7:13 p.m.), Phil D'Avanza (Selectmen, arrived at 7:25 p.m.), Peter Henk (Budget Committee) and Janet Bartels (Library Director).

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

MINUTES OF AUGUST 18, 1993:

Amendment to page 1 under Children's Program, after - From June 29th through August 4th the statistics are as follows: add the words "Pindardville Only". A motion was made by B. Griffin to approve the minutes as amended. Seconded by D. Gagnon. Vote: 3 - in favor, 0 - opposed, 1 - abstained (C. McRae). Motion carried.

MINUTES OF AUGUST 26, 1993:

A motion was made by P. Baker, seconded by D. Gagnon to approve the minutes as printed. Vote: 4 - in favor, 0 - opposed, 1 - abstained (B. Griffin). Motion carried.

OPENING OF BIDS FOR COMPUTER:

At 7:13 p.m., Chairman Pare opened the following bids:

1. Affordable Computer Technology:
 - \$1,699.00 - Package
 - \$1,499.00 - 170 hard disk
 - \$ 162.00 - modem
 - \$ 190.00 - modem with FAX
 - \$ 148.00 - modem
 - \$ 525.00 - Laser Printer
 - \$ 315.00 - HP DeskJet
 - \$ 339.00 - Dot Matrix
2. TCH, Inc.
 - \$4,635.00
3. IC Logic - No bid
4. Goulet Computer Consultants
 - \$3,158.00
5. Cocci Computer Services, Inc.
 - \$1,959.00 - package
 - \$2,215.00 - 33 megs
 - \$ 569.00 - Laser Printer

P. Baker suggested that the committee who prepared the SPECS review these bids. B. Griffin will provide a spread sheet comparing these costs.

Representatives from Affordable Computer Technologies were present at this time to answer any questions. They stated they would provide installation and on site servicing while under warranty. They also stated the computer would come with a speaker so that a sound board would not be needed. All of the drivers

would be included. The computer is completely upgradable. It does have a local bus system.

A vote will be taken at the next meeting.

BUDGET REPORT:

J. Bartels reported that the Town is now on the Purchase Order system. The Director further reported that they are working on the book budget and the outreach will be expended as well. She further reported that the Library is working with Manchester on a story teller for Mt. View Middle School. This would be scheduled for October 8th. J. Bartels will be contacting the roofer to discuss future work. Marsha has signed up for a course and the costs are not reflected in this month's budget.

SELECTMAN'S REPORT:

P. D'Avanza reported there has not been much discussion on the Library's budget at this time. The intent to lease the space in Pinardville for the Outreach Center has been signed by the Board of Selectmen. J. Bartels will send this to the owner of the property. P. D'Avanza also reported that the \$25,000 request for C.I.P. for a Library Study for 1994 has been pulled by the Selectmen. He questioned why this was moved up to 1994. P. Baker stated that this was originally in for 1999 and the C.I.P. committee decided it should be done in conjunction with the Master Plan. P. D'Avanza stated that the Master Plan funds have been reduced to \$10,000. He further stated that the C.I.P. Plan came before the Planning Board at their last meeting but that no action was taken. T. Pare asked why the Selectmen removed the \$25,000 for the Library Study. P. D'Avanza reported that the Town needs \$150,000 for bridge repair for 1994.

DIRECTOR'S REPORT:

TUTORING - J. Bartels reported that Hillstown did not get the literacy grant renewed for this year. She stated that the Library can continue providing the tutoring they presently have but adding new students would be difficult. J. Bartels will be discussing this further with Tess Marts and the Rotary Club to see what can be done. T. Pare felt strongly that this program should not end.

BAN BOOKS WEEK - Scheduled for September 26th through October 2nd. On September 27th a speaker is scheduled to discuss the issue of the Freedom to Read.

CHILDREN'S PROGRAMS - These programs will begin the first week of October. The schedule remains the same as last spring with the exception of the pre-school program, which will be held on Wednesday afternoon. The evening program at Bartlett School will be held on Thursday evening in Room 1. This room is now shared with Kid's Block after school program. This was discussed further. J. Bartels was instructed to get more details on this situation.

PAGE HIRING - A motion was made by B. Griffin to accept the recommendation for the Outreach Page hiring as recommended by David Brown. This was seconded by D. Gagnon. Vote: All in favor. Motion carried.

TREASURER'S REPORT:

J. Bartels reported that the money was moved from the CD to Spartan. The interest of \$1,777.23 was deposited into the checking account. A capital gain was also received from Fidelity in the amount of \$1,400. This money has already been earmarked for GMILCS.

PERSONNEL POLICY:

T. Pare reported that the Personnel Committee had been asked to work with the Director to develop a formulated process to amend the personnel policy concerning the Director's review. The committee did not meet. T. Pare felt this should not be part of the personnel policy. She stated that it should be part of the working procedures. T. Pare proposed that a procedures manual be written that would govern the operation of the board. T. Pare and P. Baker will work on this and report back to the board in November.

PUBLIC HEARING ON GRANT:

The public hearing was called to order at 8:30 p.m.

J. Bartels stated that she would like to apply for two grants in the amount of \$150.00 each. The first program is scheduled for October 26th with Patrick Anderson, author of The Greatest Man In the World and Steve Monier, author of Lindburgh. A motion was made by P. Baker, seconded by B. Griffin to authorize J. Bartels to apply for two grants.

OTHER BUSINESS:

A letter was received from the New Hampshire Library Trustees Association inviting all trustees to a meeting on October 6th at the Amherst Library from 7:00 to 9:00 p.m. The subject matter will be - the legal rights and responsibilities of the Library Trustees.

C.I.P.:

P. Baker stated when the \$25,000 was put into 1994 for the Library Study, she had some concerns. She stated that the C.I.P. Committee's reasoning was they wanted it to be done in conjunction with the Master Plan so that both boards would work together. The C.I.P. Committee does not see the main library as a viable library up to the space needs that we need.

A motion was made by C. McRae, seconded by B. Griffin to adjourn the meeting at 8:40 p.m.

Respectfully submitted

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, OCTOBER 20TH

INVOICE:

Minutes of the Library Trustees' Meeting
September 15, 1993

3 hours @ \$10.00 per hour.....\$30.00

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

September 21, 1993
x

2. TCH, Inc.
\$4,635.00

3. IC Log