

LIBRARY TRUSTEES
MINUTES

FEBRUARY 16, 1994

PRESENT: Paula Baker (Acting Chairman), Chris McRae, Barbara Griffin, Dick Gagnon and Peter Henk (Budget Committee). Also present was Janet Bartels, Library Director.

The meeting was called to order at 7:14 p.m.

MINUTES OF JANUARY 19, 1994:

A motion was made by D. Gagnon, seconded by B. Griffin to approve the minutes as printed. Vote: 3-in favor. 0-opposed. 1-abstained. Motion carried.

REPORT OF TRUST FUNDS:

P. Baker reported that a CD is due to be rolled over in March. The interest is presently 3.3%. None are paying as much as the mutual fund which is 5.6%. A motion was made by B. Griffin to move the funds which mature on the \$4,500 CD to the highest yield mutual fund or account that Charlotte can find. Seconded by D. Gagnon. Vote: All in favor. Motion carried.

REPORT ON UNSPENT FUNDS:

P. Baker reported that she worked with the information provided by Charlotte and Janet. P. Baker felt the Board is in the same situation we were last year. There is a balance in the checking account that does not meet what the Board had encumbered. She suggested that a report be compiled with account lines. She suggested she meet with Janet to identify what the sources of income and expenses are. Presently, funds have been encumbered for building funds from 1992, CD ROM and interest from the Spartan account. Periodicals also need to be identified. Janet, Paula and Dick Gagnon will work on this report.

PATRON COMPLAINT:

T. Pare received a complaint regarding a dispute a patron had on whether or not a book had been returned to the Library. This is the second instance. The first time the Library was in error. This time the patron was in error. He asked if the Library had a policy if this situation happens again. He was also disturbed with attitude. The Board discussed this situation and they are happy it was resolved.

DIRECTOR'S REPORT:

Susan B. Anthony Party - Janet reported that a party was held last night. The event went well. A Goffstown resident is the essay winner for the State!

Copy Machine - Janet reported that there have been several repairs lately on the copy machine and suggested that perhaps a new machine be sought. She contacted the present company. Their offer was a Konica Model 1803. 500 free copies with a 3 cent charge for each additional. This would cost approximately \$45.00 per month. The company would provide all paper, maintenance, etc. The Board instructed Janet to contact five other companies.

Ha Penny Theater - Janet reported that the Ha Penny Theater is booking an environmental musical production for the spring of 1995. Janet is looking into the possibility of working with the Solid Waste Commission in applying for a community arts grant for this presentation. The cost is \$1,200. Admission

would be charged. The Board was in favor of this as long as the Town was not committed if the grant was not received.

Discussion Group - Janet reported that this grant was received. The discussion group will begin on March 7th. The theme is "Granite State Stories". Janet will look into the deadline in applying for the \$100 grant.

OTHER BUSINESS:

FAX AND COMPUTER POLICY:

This matter remained on the table until the next Board meeting.

OUTREACH PROGRAM, BARTLETT SCHOOL:

No report.

A motion was made to enter non-public session at 8:00 p.m. for the purpose of discussing personnel. A poll of the Board was taken. All were in favor of entering non-public session.

A motion was made to exit non-public session at 8:03 p.m. A poll of the Board was taken. All were in favor of exiting non-public session.

A motion was made by B. Griffin, seconded by P. Baker to authorize the Director to hire a page in accordance with the Director's recommendation. Vote: All in favor. Motion carried.

A motion was made at 8:04 p.m. by C. McRae, seconded by B. Griffin to adjourn the meeting.

Respectfully submitted,

Jo Ann D'Avanza

LIBRARY TRUSTEES
MINUTES
NON-PUBLIC SESSION

FEBRUARY 16, 1994

PRESENT: Paula Baker (Acting Chairman), Chris McRae, Dick Gagnon, Barbara Griffin and Janet Bartels, Library Director.

The Board entered non-public session at 8:00 p.m. for the purpose of discussing personnel.

The Director suggested hiring John Tolfson for the page position.

The Board exited non-public session at 8:03 p.m.

Respectfully submitted,

Jo Ann D'Avanza

INVOICE:

Library Trustees minutes
February 16, 1994

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

Jo Ann D'Avanza
PO Box 314
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nes. She suggested she meet with Janet to identify what the sources of income
and expenses are