

LIBRARY BOARD OF TRUSTEES
MINUTES

APRIL 27, 1994

PRESENT: Brian McLaughlin (Chairman), Theresa Pare, Dick Gagnon, Barbara Griffin and Paul Baker. Also present were Selectman Phil D'Avanza and Library Director Janet Bartels.

Chairman McLaughlin called the meeting to order at 7:00 p.m.

MINUTES OF MARCH 16, 1994:

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

TREASURER'S REPORT:

The 3M Common Stock split two for one. It is in the safe deposit box. \$638.68 was received from the Trustees of the Trust Fund as compared to \$947.31 in 1993.

DIRECTORS REPORT:

J. Bartels reported on the update of GMILCS. A printout was available for review. Telephone costs are \$900.00 to install. In September, NH College will have two 60/15's available. J. Bartels explained that a limited service may be available for \$30 per month. GMILCS bought the 15 terminals for \$50. There are five extra terminals being stored in Amherst. They are available for sale at a cost of \$50 each.

The new copier has been installed. The CD ROMS have been loaded.

Next month a hearing will be scheduled for grants for the summer reading program.

J. Bartels is working on merging two collection development policies into one. Janet and Gail visited the High School to discuss a collection development cooperation.

National Library Week was last week. Activities went marvelously. Betsy Elliot was the featured star. There will be an open house at the library on Saturday, May 21st from 2:00 p.m. to 4:00 p.m. to honor Mrs. Elliot. She will also be attending the May 9th Selectmen's meeting at 6:15 p.m. where she will receive a certificate of appreciation from the children of Goffstown.

J. Bartels suggested that the library be closed on Saturday, May 28th for Memorial Day weekend. The last Saturday the Library will be open is June 25th. It will reopen on Saturdays on September 10th. A motion was made by T. Pare, seconded by P. Baker to accept the Director's recommendation. All in favor, motion carried.

OLD BUSINESS:

B. McLaughlin stated that he would like to be informed if someone cannot make a meeting. He attended an All Board's meeting last evening and presented where the Trustees have been and where they are going. He also discussed the space situation.

OUTREACH PROGRAM:

J. Bartels reported they are getting ready for the summer reading program. They will try to get on the agenda for the School Board Facilities Committee meeting.

PORTABLE CLASSROOM:

J. Bartels reported this classroom is in good shape. The Board was in favor of selling it. B. Griffin will look into this matter.

TRUST FUNDS:

P. Baker distributed information on the history of the Spartan Mutual Fund. The yield is down to 5.17%. Projected income is \$5,816. A total of \$3,370 remains to be allocated. Paula reported that a ledger needs to be set up for the Treasurer with a more accurate way of reporting. She further stated that the Board should pay close attention to spending on periodicals. Dick Gagnon may be able to develop a spreadsheet for the trust funds.

NEW BUSINESS:

BYLAWS OF GOFFSTOWN PUBLIC LIBRARY BOARD OF TRUSTEES:

T. Pare distributed a draft. There are no bylaws at the present time. This will be discussed further at the next meeting.

TRUSTEE/DIRECTOR LIAISON:

Brian reported that he would like to appoint a liaison to work with Janet as a contact person. Brian recommended B. Griffin. This will be discussed further at the next meeting.

WORK/STUDY SUB-COMMITTEES:

Tabled until the next meeting.

PERSONNEL:

A motion was made by B. Griffin, seconded by T. Pare to enter into non-public session for the purpose of discussing personnel. A roll call vote was taken. All in favor.

A motion was made by T. Pare, seconded by B. Griffin to exit non-public session at 9:00 p.m. A roll call vote was taken. All in favor.

A motion was made by T. Pare to approve the job description for Head of Children's Services with the following amendment:

Page 2, Minimum Qualification Required, should read - "MLS from an ALA accredited institute or Bachelor of Arts of Science degree with course work in library science and five (5) years library experience including three (3) years in children's services."

Seconded by P. Baker. Vote 3-in favor, 1-opposed. Motion carried.

A motion was made by T. Pare and seconded by B. Griffin that the Board advertise minimally for this position in accordance with the recommendation of the Director. Vote: All in favor. Motion carried. Direction was given regarding the salary.

OTHER BUSINESS:

The NH Library Trustees Association's annual meeting is May 9th. If you are interested in attending, please contact Janet.

A motion was made by B. Griffin, seconded by P. Baker to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, MAY 18TH

LIBRARY BOARD OF TRUSTEES
MINUTES
NON-PUBLIC SESSION

APRIL 27, 1994

PRESENT: Brian McLaughlin (Chairman), Theresa Pare, Dick Gagnon, Barbara Griffin and Paula Baker. Also present was Janet Bartels, Library Director.

The job description for Head of Children's Services was reviewed. Betsy Elliot will be retiring. Her last day of service is May 27th. Her official retirement date is July 1, 1994.

J. Bartels recommending the promotion of Marsha Ciardillo to this position with a salary of \$23,805. Her current position is Library Assistant in Children's Services. J. Bartels proposed posting this position at the Town Hall and the Library as required by the Personnel Plan.

J. Bartels also recommended increasing Gail's hours from 35 to 39 during the school year.

Respectfully,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

INVOICE:

Library Trustees, April 27, 1994

4.5 hours @ \$10.00 per hour.....\$45.00

Jo Ann D'Avanza
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Goffstown, NH 03045