

LIBRARY TRUSTEE MINUTES

MAY 18, 1994

PRESENT: K. Brian McLaughlin (Chairman), Paula Baker, Dick Gagnon, Al Packard, Barbara Griffin, Chris McRae, Frank Pagliuca (Budget) and Phil D'Avanza (Selectman). Also present was Library Director, Janet Bartels.

Brian McLaughlin called the public hearing to order at 7:05 p.m.

PUBLIC HEARING ON GRANTS:

The following is a proposed list of all grants that may be applied for by the Library Director from May through November 1994:

NH State Library - \$200 - Summer Reading - June 1994

NH Humanities Council - \$530 - Summer Reading - June 1994

NH State Council on the Arts - \$100 - Rebecca Rule Literary Arts Presentation - July 1994

NH Humanities Council - \$165 - Lecture discussion program "Beyond Peyton Place: In search of the Real Grace Metalious" - August 1994

Billings Foundation - \$500 - Bill Staines, folksinger, Children's Book Week - September 1994

NH Humanities Council - \$165 - Discussion Anne of Green Gables - October 1994

United Way of Manchester - \$3,000 - Literacy project - November 1994

Brian asked for public comment. Seeing none, Brian closed the public hearing at 7:06 p.m.

Chairman McLaughlin called the regular trustee meeting to order at 7:07 p.m.

GRANTS:

A motion was made by B. Griffin to authorize the Director to apply for the grants listed at the public hearing. Seconded by A. Packard. Vote: All in favor. Motion carried.

MINUTES OF APRIL 27, 1994:

A motion was made by B. Griffin to accept the minutes as printed. Seconded by P. Baker. Vote: All in favor. Motion carried.

TREASURER'S REPORT:

J. Bartels reported the media line should only be \$167.50. \$180.00 was incorrectly posted to this line. The book purchase order has been cancelled because the books are not going to be published until 1995. P. D'Avanza reported the Board of Selectmen did set their goals for next year's budget. The bottom line shall be a zero percent increase, however, you can use offsetting revenue exclusive of this amount.

A discussion took place regarding C.I.P. The library is scheduled for the June 8th C.I.P. meeting. Brian will work with Janet on this. Presently there is a \$270,000 item in this program to expand the library facility.

DIRECTOR'S REPORT:

Retirement of Betsy Elliot - Open house is scheduled this Saturday from 2 p.m. to 4 p.m.

Page Resignation - Susan McIntosh has resigned effective June 30th. Her husband is being transferred. J. Bartels stated that she will fill in with other pages for the time being.

Custodian - She will be resigning in the fall. Janet will begin to advertise for this position.

Salaries - Janet reported the Board of Selectmen did vote to fund the matrix plus two percent for 1994. The raises will go into effect July 1st.

State Report - Distributed to all members and reviewed.

OLD BUSINESS

HOUSEKEEPING ITEMS:

Janet, Barbara and Brian attended an NHLTA meeting. They attended an interesting seminar on expanding a library.

TRUSTEE BY-LAWS:

Brian proposed that a line be added under "meetings". "In the event a trustee is unable to attend a meeting, they will notify the chair, vice-chair or director prior to the scheduled meeting". A discussion followed. The board was not in favor of this amendment. A discussion took place on whether or not the chair shall vote. A suggestion was made to add, "In the case a vote results in a tie, the subject matter of the motion shall be an agenda item at the next regularly scheduled trustee's meeting". The board was in favor of this amendment. A motion was made by B. Griffin to approve the by-laws as presented/amended. Amendments: Add, "That the annual standing committee of the budget committee shall consist of two trustees". Strike word "qualified" at the bottom of page 2. Add, "In the case that a vote results in a tie, the subject matter of the motion shall be an agenda item at the next regularly scheduled trustee's meeting". Seconded by A. Packard. Vote: All in favor. Motion carried.

TRUSTEE/DIRECTOR LIAISON:

B. Griffin was appointed trustee/director liaison.

OUTREACH PROGRAM:

Brian reported that he attended the school board meeting with David Brown recently and asked for approval to have the summer reading program at the Bartlett School. Approval was granted. Dick Gagnon reported that a small group of people have established the Pinardville Community Association, Inc. They will be signing a lease with Goffstown Square. Once the store front is renovated, they propose to offer the Library Board of Trustees space for the outreach center.

PORTABLE CLASSROOM:

B. Griffin inspected the portable classroom and reported it was in remarkably good condition. Brian received a letter from the Animal Rescue League stating they might be interested in this classroom. On June 27, 1990, the classroom was moved for a cost of \$3,500. There was an additional cost of \$350.00 to

winterize it and another cost of \$169.00 for labor. A total of \$4,020 was used from trust funds. The board will look into what the trailer is worth and Brian will be in touch with a representative of the Animal Rescue League so that he can inspect the trailer.

TRUST FUNDS:

The trust report was reviewed. Proposal: \$4,100 for periodicals, \$5,500 for building and renovation, \$1,000 for books, \$1,000 for media, \$300 for programs, \$4,850 for automation, \$429 for general fund. Charlotte Davenport will be invited to the next trustees meeting for further discussion.

THE NEXT MEETING HAS BEEN SCHEDULED FOR THURSDAY, JUNE 2ND AT 6:00 P.M.

A motion was made by B. Griffin, seconded by P. Baker to enter into non-public session for the purpose of discussing personnel issues. The board was polled. All were in favor of entering into non-public session at 9:20 p.m.

A motion was made by B. Griffin to exit non-public session at 9:25 p.m. Seconded by A. Packard. The board was polled. All were in favor, motion carried.

A motion was made by B. Griffin, seconded by D. Gagnon to promote Marsha Ciardello as Head of Children Services. Vote: All in favor, motion carried.

A motion was made by B. Griffin, seconded by A. Packard to accept the job description of "Library Clerk" as presented. Vote: All in favor. Motion carried.

A motion was made by D. Gagnon, seconded by A. Packard to fill the position as proposed by the Director. Vote: All in favor, motion carried.

A motion was made to adjourn the meeting at 9:35 p.m.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

LIBRARY TRUSTEES
MINUTES
NON-PUBLIC SESSION

MAY 18, 1994

PRESENT: K. Brian McLaughlin (Chairman), Paula Baker, Dick Gagnon, Al Packard, Barbara Griffin, Chris McRae and Library Director, Janet Bartels.

The board entered into non-public session at 9:20 p.m for the purpose of discussing personnel issues.

HEAD OF CHILDREN'S SERVICES:

J. Bartels reported that she posted this position in town and received no response from this posting. She, therefore, recommended Marsha Ciardello be promoted to this position.

LIBRARY CLERK:

Sue D. from the town hall has someone interested in this position. The job description was discussed.

A motion was made by B. Griffin, seconded by A. Packard to exit non-public session.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

INVOICE:

Library Trustees Minutes
May 18, 1994

5 hours @ \$10.00 per hour.....\$50.00

Jo Ann D'Avanza
PO Box 314
Goffstown, NH 03045
- Discussion Anne of Green Gables - October 1994