

LIBRARY TRUSTEES MINUTES

JUNE 2, 1994

PRESENT: Brian McLaughlin (Chairman), Paula Baker, Dick Gagnon, Theresa Pare, Al Packard and Chris McRae. Barbara Griffin arrived at 6:50 p.m. Also present was Janet Bartels, Library Director.

Chairman McLaughlin called the meeting to order at 6:05 p.m.

MINUTES OF MAY 18, 1994:

A motion was made by P. Baker, seconded by A. Packard to amend the minutes, page 4 to include authorization for Director to hire temporary part-time people for the summer months. Vote: 3-in favor, 0-opposed, 1-abstained. Motion carried.

TREASURER'S REPORT:

Charlotte Davenport attended this portion of the meeting.

DIRECTOR'S REPORT:

Update on Custodian - Ann has resigned effective June 30th. She has offered to stay until a replacement is found. An ad was placed in the Goffstown News. This will be discussed at the next meeting.

Access, GMILCS - Janet reported that Goffstown can now access GMILCS through a dial-up line. Monies were designated for this previously. The costs are as follows:

\$475 - universal licensing fee, \$450 - dynex licensing fee, \$500 - bar code reader, \$30 - monthly telephone line. Grand total \$1,785. \$4,000 had been set aside from capital gains. There was a lengthy discussion on whether the licensing fees were a one time cost. Janet explained this was a one time fee for a dedicated port. A motion was made by T. Pare, seconded by A. Packard that the board authorize the Director to take from trust funds the costs that would be involved in the licensing fees and to purchase a bar code reader for an approximate cost of \$1,500. In addition, to allow the Director to expend such sums as necessary on a monthly basis to maintain the telecommunications to Manchester. Vote: All in favor.

C.I.P. PROPOSAL:

The sheets were distributed and reviewed. At the presentation of June 8th, there will be back-up material attached along with the handicapped accessibility survey.

J. Bartels reviewed this proposal with an architect and contractor. Modifications were made. The elevator and stairway would need to go on the north side of the building, which would call for a 20 x 16 addition. The cost would be \$100 per sq. ft. This addition would be made to look like the existing building, eg., roof lines would blend in, brick would be compatible, etc. The price for the elevator is between \$40,000 and \$50,000. The attic renovation consists of \$1,500 sq. ft. for a price of \$70 per sq. ft. \$20,000 was for interior renovations and \$24,000 for architectural fees. The floor in the attic may need to be reinforced. Janet spoke with Gini Barss, Finance Director, who felt this was too small a project to bond and suggested a capital reserve fund be set up. The work could not begin until 1996. This work would bring the library into compliance and meet life safety codes. The board is also looking

into space needs in accordance with the town planning that is occurring. Janet will attend the June 8th C.I.P. meeting with B. Griffin.

HOUSEKEEPING ITEMS:

The next trustee meeting is scheduled for July 20, 1994.

OUTREACH PROGRAM UPDATE:

D. Gagon reported that everything is progressing well. A full handicapped accessible bathroom was donated, light fixtures, desks, chairs, a couch, plumbing and electrical were donated. The Building Inspector does not see any problems. They spoke to the Fire Department and Andre Garron of Planning. No problems there. A letter will need to be submitted to the Planning Board explaining the intent. There is a 300 sq. ft. kitchen available. They will begin working on sheet rocking, insulation, ceiling and a rug. New Dartmouth Bank donated many things. D. Gagnon will be back in July with an agreement. The proposal may be: moving in by August 1st at \$125.00 per month through March 1995. From April 1, 1995 on the rent would be \$400 per month, including utilities. There are two main tenants, besides the library; Lions Club and the Optimist Club. They would be using this facility one night per week.

PORTABLE CLASSROOM:

Brian inspected this trailer along with a representative of the Animal Rescue League. He reported that it is in outstanding condition. St. Anselm College paid \$600 per month to rent trailers while they were renovating their library. Brian advised ALR to make an offer. The board is waiting to hear back from Larry Emerton on the value of the trailer. More info should be available by June 15th. A special meeting may be called.

PERSONNEL POLICY:

Tabled until July 20th meeting.

NEW BUSINESS:

Janet will attend a Department Head meeting on June 6th. C.I.P. will be discussed.

A motion was made by T. Pare, seconded by A. Packard to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

INVOICE:

Library Trustees Minutes
June 2, 1994

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

Jo Ann D'Avanza
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