

**LIBRARY TRUSTEES  
MINUTES**

**MARCH 22, 1995**

**PRESENT:** Brian McLaughlin (Chairman), Barbara Griffin (left early), Dick Gagnon, Paula Baker, Al Packard, Carolyn Benthien and Theresa Pare (arrived late). Also present was Library Director Janet Bartels.

Chairman McLaughlin called the meeting to order at 6:40 p.m.

The board welcomed new member, Carolyn Benthien.

**MINUTES OF FEBRUARY 15, 1995:**

D. Gagnon moved, seconded by B. McLaughlin to accept the minutes as printed. Vote: 2-in favor, 0-opposed, 3-abstained. Motion carried.

**TREASURER'S REPORT:**

The board reviewed copies of the organizational budget report for the months of January and February. The board also reviewed the Trust Fund Report. A suggestion was made to show the actual balance in the checking account in future reports.

**DIRECTOR'S REPORT:**

"Trash World" will be presented at Goffstown High School on Thursday, April 20 at 7:00 p.m.

Barbara Griffin is the newly elected Selectman and will be their representative to the Library. Barbara is also a Library Trustee and will continue in that capacity.

**OLD BUSINESS:**

**Election of Officers -**

**B. Griffin moved, seconded by A. Packard to nominate B. McLaughlin as Chairman. All in favor, motion carried.**

**B. McLaughlin moved, seconded by A. Packard to nominate T. Pare as Vice-Chairman. All in favor, motion carried.**

**Assistant Director's Resignation -**

David Brown has resigned his position effective March 25. He will be taking a position in the Manchester West Branch Library as the Branch Librarian.

**A. Packard moved, seconded by C. Benthien to accept David Brown's resignation with regrets. All in favor, motion carried.**

**Library Trustee Meeting Minutes**  
**March 22, 1995**  
**Page -2-**

J. Bartels discussed her proposal for staff assignments, new hires, etc. She stated it is difficult for the current staff to have that many hours go unfilled. She proposed replacing the Assistant Director's position with what had been proposed earlier during budget workshops. This included adding a Library Assistant and Adult Page and increasing the hours of two other Library Assistants. P. Baker and D. Gagnon were not in favor of eliminating the Assistant Director's position.

After a lengthy discussion, **D. Gagnon moved, seconded by B. Griffin that we go along with this proposal on a temporary basis for the remainder of the calendar year. During that time, we can evaluate the position of Assistant Director.**

It was understood that these are temporary positions and they may be eliminated.

**Vote: 4-in favor, 1-opposed, 1-abstained. Motion carried.**

**Formation of Bid Committee -**

B. Griffin, P. Baker and T. Pare volunteered for this committee. Janet will obtain copies of the bid policy.

**Patron Complaint -**

A letter of complaint was received from a Goffstown resident regarding the policy of establishing a new library card. The policy states everyone must provide adequate proof of residency. The board suggested a sign be posted listing the acceptable forms of I.D.

**A. Packard moved, seconded by C. Benthien that we clearly post here and in Pinardville a list of acceptable forms of proof of residence to fulfill the requirement of obtaining a library card. All in favor, motion carried.**

A letter will be sent to the resident thanking her for bringing this to the board's attention.

**Historic District Commission, Phil D'Avanza -**

P. D'Avanza reported he met with B. McLaughlin and Linda Wilson of Historical Resources regarding the library. The Historic District Commission is presently working on a survey of Main Street, Goffstown. They applied for and received a grant for this project. They will evaluate 40 structures. A document will then be made available for walking tours. They will also look at possibilities for placement on the historic register. Another meeting has been scheduled for Thursday, April 6 at 7:30 p.m. at

**Library Trustee Meeting Minutes**  
**March 22, 1995**  
**Page -3-**

the Selectmens' meeting room with Linda Wilson, Nancy Bibbons and Lisa Mauslof. The Trustees were invited to this meeting.

**Personnel Evaluation -**

The board received copies of the form. They were asked to review this, as this will be an action item for April.

**Reference Policy -**

**T. Pare moved, seconded by A. Packard to adopt the reference policy as submitted by the staff. All in favor, motion carried.**

**Portable Classroom -**

B. McLaughlin reported he did send a letter to C. Gaides, R. Colby, B. Torpey and S. Tremblay regarding the availability of the trailer. He has not received a reply from anyone. B. McLaughlin will contact the interested party.

**Pinardville/Attendance and 1995-96 Rent -**

B. McLaughlin reported that D. Brown has been recording the attendance levels at the Pinardville site. The numbers are not completely accurate because Bartlett School has been closed since January. Janet reported the adult attendance has increased significantly. There is a problem with the children attending the after school programs because of transportation. The bus company did provide for transportation, but the school principal was not in favor of this arrangement while Bartlett School is closed. D. Gagnon will discuss this further with the principal.

B. Griffin will review the new lease.

**Formation of Long-Range Planning Committee -**

The committee will consist of two Trustees, two members of the general public, one Friend of the Library, one staff member and one Selectman.

Sue Palmetier, a consultant with the State Library, is coming to the library on March 30 at 7:00 p.m. to discuss space needs and to meet with the Friends of the Library.

**Library Roof -**

Janet reported the roof has received maintenance every two years. During the last rain storm, leaks were detected; it appears the valleys are split open and a few pieces of slate are missing.

**Book Drop, Pinardville -**

D. Gagnon reported the Pinardville Community Association has acquired a mailbox which can be used for a book drop, if the library is interested. The board was in favor of this proposal and thanked Mr. Gagnon.

Library Trustee Meeting Minutes  
March 22, 1995  
Page -4-

THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 19 AT 7:00 P.M. IT MAY BE NECESSARY TO CHANGE THIS MEETING. IF SO, YOU WILL BE ADVISED.

A. Packard moved, seconded by D. Gagnon to adjourn the meeting at 9:13 p.m.

Respectfully submitted,

Jo Ann D'Avanza

**THESE MINUTES ARE SUBJECT TO APPROVAL**

**Library Trustee Meeting Minutes**  
**March 22, 1995**  
**Page -5-**

**INVOICE:**

Library Trustee Minutes  
March 22, 1995

5.5 hours @ \$10.00 per hour.....\$55.00

Jo Ann D'Avanza  
PO Box 314  
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March 27, 1995