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**LIBRARY TRUSTEES MEETING
MINUTES**

JULY 19, 1995

PRESENT: Brian McLaughlin (Chairman), Paula Baker, Barbara Griffin, Dick Gagnon, Theresa Pare, Carolyn Benthien and Janet Bartels (Director).

Chairman McLaughlin called the meeting to order at 7:10 p.m.

MINUTES OF JUNE 21, 1995:

B. Griffin moved, seconded by T. Pare to approve the minutes with one correction.

Correction: Page 1, under Treasurer's Report, should read "Lewis Stark" rather than "Louis Start".

Vote: 5-in favor, 0-opposed, 1-abstained. Motion carried.

TREASURER'S REPORT:

J. Bartels reported \$200 was received from the Ben Cohen Trust for books. She also received \$80 in the form of room dividers from the Pinardville Booster Club.

DIRECTOR'S REPORT:

Trust Fund Update - Additional funds are needed for periodicals.

The board will discuss this further during budget sessions. Janet will be looking at the State list and reviewing the circulation of the periodicals to decide which ones are really needed. She further stated that most magazines are retained on file for five years. News magazines remain for ten years.

Summer Reading Program - This program is going well at both locations. Janet thanked Brian for his presentation today.

Celebrating the 75th Anniversary of Woman Suffrage, August 26 at the Historical Society - The steering committee will meet this Friday. Six essays were submitted for the Susan B. Anthony contest. These students are very interested in planning for this event.

Children's Literature Institute - Marsha attended this conference last week at Portland University. She came back full of ideas. The library ran very smoothly in her absence, due to her organizational planning.

OLD BUSINESS:

There was no old business to discuss.

ANNOUNCEMENTS:

Renovation, Architect Contract - Brian reported he spoke with Gary Meehan. His firm is working diligently. Gary has put together a punch list and he has prepared a contract for signature. Brian also reported that the library project passed through C.I.P. unanimously. The present square footage of the library is 3,370. 1,500 additional usable square footage will be added with the proposed renovation. The Chairman or the Board of Selectmen will sign this contract. B. McLaughlin also reported that Meehan Architects asked for a timeline.

Next month Carolyn will report on fund raising ideas. T. Pare stated there probably will not be Federal funds available for this project. Although, there is the possibility of some Federal funding available for ADA projects. Terry will keep the board informed.

GMILCS - B. Griffin reported she met with Janet and the new coordinator for the GMILCS project. She felt it was premature to begin the GMILCS project while the renovation work was in progress.

A discussion ensued on whether the multiplexer was a viable option, since this equipment will be outdated. B. Griffin stated GMILCS will support this equipment.

NH College has converted from a network system to PC's. They have equipment available for purchase; two multiplexers at \$500 each and two DSUCSU's at \$250 each. Janet stated there is approximately \$2,000 from capital gains distribution that has been set aside for automation.

Janet and Barbara will work with GMILCS on the issue of dues.

The board also discussed the hook-ups to Manchester. GMILCS suggested the main library be hooked up to Manchester and another line run from Pinardville to the main library.

C. Benthien moved, seconded by P. Baker to authorize the Director to procure this equipment from NH College at a cost not to exceed \$1,500. Voted unanimously in the affirmative.

Pinardville Branch -

B. McLaughlin: As of July 11 I received a letter from Rose Hearn. This was a letter of resignation. She was injured on June 16. She did not indicate where. She was resigning

effective July 21. I discussed it with the Director and Barbara Griffin. I visited the branch on Friday and met with Rose and the page. They both told me they had been injured on the job as a result of moving furniture and the copier. The page indicated she threw her back out while moving the copier. I brought up concerns regarding timely communications between the Director and the Board. A meeting ensued on Saturday. The Director was informed there would be a letter of reprimand put in her personnel file. There has been no worker's compensation claim filed. We have to come to a successful conclusion regarding this this evening. We can decide that all parties come to a successful agreement pertaining to the specifics as to how the library will function. This will be placed in writing and be signed off on or we will close the library. It is not an option that any of the employees can be put in an environment that is not conducive to their safety.

J. Bartels: The issue specifically are several. The furniture, particularly the copier, is a problem. That has been mentioned most often. It has been mentioned by everyone. I was down there on Friday before last and in talking to the page, she told me, "I cannot and will not move that copier again." She said if she moves it again, she will be out. I came back for closing and tried to figure out a way of where I can leave the copier so it would not have to be moved. I put it by the stack area, where we have book shelves. I put it there with the possibility that it can be moved out a little and people would still get to the stacks and book shelves. We put all our other materials behind the room dividers. It stuck out a bit further than it has in the past. When they came on Saturday, one week ago to open, the copier had been moved near the stacks. A big man patron came in and offered to move the copier, and he did. They were reluctant. They opened the library, they recorded it into the note book. I did come down later that morning and we discussed it. Then I got in touch with Brian McLaughlin and we moved the copier and left it in the corner. I went down with Gordon to open at Pinardville. When I came in, I was greeted by the page, who said she cannot work here any more. The copier had been moved to the book case again. So, Gordon and I moved the copier back to where we had it Wednesday through Saturday. They were concerned because a book case had been moved into the tracks of the stack. My concerns are about the coat rack, which was put along the wall that we need. There is a lot to setting up because of limited space. We have a lot of books and cassettes for children. I had been moving the coat rack and putting a table in it and using this for displays. We have been moving it pretty far. You have to bend and slide; both workers found this difficult. It is right in the seating area. You can't put media on it if you don't have something under it. What we are doing was just moving it a slight ways and putting a table in it. What

I had done for trying to get a set up where there would be no furniture moving. I changed the computer table and the coat rack and turned them around. I used a surge protector to do that.

B. McLaughlin: Where do you want the copier to be placed?

D. Gagnon: The issue was discussed. We agreed on it at the last board meeting. If it is a problem, get rid of the copier. It is too big. When the library is open, we said do what you want. When it is closed, it goes back to the meeting house and goes back to what we need for access. Moving the coat rack was not what we agreed on. Janet said let me try some things. During the library hours, you can do whatever you want. We had settled it, I thought, last time with the exception of the coat rack. It is bad enough with having the book cases and the copy machine in the meeting area. When you have a head table and the person has this stuff in his back, it is not the greatest, but that is what we agreed to. The dividers, Janet asked me about this. We said let's take a look. They do a good job. The only other alternative is somebody can get rid of the desk and go to a smaller desk. We can't have anything obstructing where the copier is.

B. McLaughlin: How often is the copier used?

J. Bartels: I don't know. During the school year, it was used more.

B. Griffin: Is there room if you move the desk out to stick the copier behind?

D. Gagnon: No.

J. Bartels: The desk is bad for circulation, but it is good for security.

B. Griffin: We have a closet.

D. Gagnon: It just needs to be drilled.

B. Griffin: Is the copier necessary?

J. Bartels: I think it is necessary for the future. It is the old town hall copier. If we are going to have a terminal on there....

B. McLaughlin: We are not going to put the copier where the association does not want it. The other option is to get a smaller desk and put the copier behind it.

B. Griffin: This was the first time I understood the magnitude of the furniture moving problem. These tables are heavy and moving this on a regular basis is not something in our job description. In my mind we, as Trustees, need to amend all job descriptions and say that it may require heavy lifting and moving of furniture, or there is a position taken by the Trustees that this is the configuration we need to operate under. Moving furniture is not the possibility. The association has the responsibility of moving it and putting it back to the library.

D. Gagnon: When it comes to the tables, I said you tell me how you want them set up. If these two are always being pushed together, then that is how they should be when you come in. That is what we always stated in the beginning.

B. McLaughlin: Rose and the page both told me they were going to refuse to move the copier.

J. Bartels: They said they would do with two tables. It became an issue this summer to have open space.

P. Baker: If Dick's group is willing to move it then our employees do not have to move them.

B. Griffin: That does not solve the space problem, which is the copier problem.

D. Gagnon: You could not put the copier there. When we have to put up the table, then we have to put the copier somewhere.

B. Griffin: I would rather have someone else do this than town employees.

B. McLaughlin: We do have a problem with the worker's compensation carrier. How do we come to a solution? Do we make a decision that we have to have it in a certain configuration and the association will decide if this is conducive to their operation?

D. Gagnon: We are getting the impression that it is creeping. You are also dealing with five individuals who have no financial gain. Who can just as easily say, "see you later" and I don't want that. I have a little more stake in this because I am interested in the library. For the sack of one copier, tables moving, no problem. The computer we have donated. If it is not going to be used, we will take it out of there and that opens up a spot.

J. Bartels: While I have not heard from them, we did have a donation of a computer. It was my intention to put in a computer

with CD Rom for reference sources. The problem with that computer is, it is a bit limited in accepting CD Rom technology.

That is one of the things in operating as a full service library that we can have CD Rom was something I felt important. There needs to be room for a public access computer.

T. Pare: We were doing this, but we did not know if the library usage was going to go up and would the library services be supported. It seems to me they are being supported. Will we continue and will we need a copier? This is becoming a major problem this early and we have injured employees because of it. Are we going to start looking at space right away?

C. Benthien: I think that is a legitimate question. I hate to think about looking for other space.

D. Gagnon: Even though the association is volunteers, we still have to function. Once this desk went in, we lost space.

P. Baker: If the copier is important and it is another cost if we need to look for more space.

J. Bartels: The copier... If we are going to be serious about library services there...

B. McLaughlin: It is a large copier. With that rug, it is hard to budge. We don't have anybody to run the branch. That is a problem. We have one employee; Janet has accepted her resignation and the page will not move the copier. I have been working on this for days now. There has to be a solution.

C. Benthien: One of the things I was wondering in the short term. Where we ask Ballards if we can move the copier over there. I don't want employees moving furniture. Is there a way to create a relationship with someone else there?

P. Baker: We authorized last month the Chairman to sign the lease.

D. Gagnon: We will take the computer out. Technically, we have half this desk.

J. Bartels: I would hope that before too long whether that donation comes through, perhaps, we can pursue other areas to provide a computer.

B. Griffin: The copier is the issue.

D. Gagnon: The computer goes out and the copier goes there for a six month temporary fix.

B. Griffin: As Director, do you feel that is a legitimate short term solution to this because if you don't, we have to take action immediately. It is not fair to them. They need to know.

J. Bartels: Let me think about this.

B. McLaughlin: And let me add, there may be no other solution.

P. Baker: That is where the copier goes and that is where it will go.

B. McLaughlin: You need to make a decision. This is a short term solution that will come to an end until the library procures the computer that was donated to us in March. You play a big role in this solution.

J. Bartels: I don't think... Yes, in the short term, yes with a reconfiguration of the tables to go down so that we have space in the story time area.

B. McLaughlin: How would you like those tables reconfigured?

B. Griffin: One problem is to move these two, this way, so you have opened up, or put one this way and two this way.

J. Bartels: Is there a way I could be on site for this? Is any configuration open for three tables?

B. McLaughlin: Are you amicable to any configuration of these three tables?

D. Gagnon: Yes. Three tables anywhere. When they leave the 20 hour week, it stays that way.

B. Griffin: You keep talking about story times. They do not run all the time. I don't want to be faced with this situation in October.

D. Gagnon: The tables are not a problem. Add it to the lease if you want.

J. Bartels: We have after school story time. It is difficult for me to say, not being there.

B. McLaughlin: It is my understanding the Pinardville Community Association would not have a problem in configuring those tables in any way the Director wants.

D. Gagnon: Yes, and she can change her mind in a month from now,

as long as she tells us.

B. Griffin: So she can provide a monthly schedule for table placement.

B. McLaughlin: The computer table and the computer will be removed. The photo copier will be placed where the computer is. Those are the two changes.

B. Griffin: Dividers.. They are not light.

D. Gagnon: These are pretty light.

J. Bartels: Right now they section off.

B. Griffin: What happens when you need to pull the cart out?

J. Bartels: They are set off as story time section.

D. Gagnon: It gets moved out every time.

B. Griffin: The library rolled down stacks against the wall. When this gets moved down, the cart gets pushed up against the wall?

J. Bartels: No. Everything stays in this area. We move a cart on wheels, we have a little table for little kids and a magazine rack gets rolled in.

B. Griffin: With this divider here, will we eliminate the need to move furniture?

J. Bartels: No. It is a cover for the rest of the room.

B. Griffin: You and the staff are moving this furniture?

J. Bartels: The book truck always moves. The little table and chairs and magazine rack move. The magazine rack is on wheels.

P. Baker: Have you resolved where the coat rack will go?

B. McLaughlin: The Pinarville Community Association will agree to any configuration of the tables in any way the Director of the Library chooses, as long as it totals three tables. The computer and the table will be removed and the copier will be placed there. The coat rack will be bolted to the wall.

J. Bartels: The dividers shield off the area. They are not heavy and can slide.

B. McLaughlin: Based on these things, do you agree to this temporary solution?

J. Bartels: I agree to the temporary solution. I have problems with the coat rack. It is a nuisance. Even though it will be bolted, it is a prime area where people congregate.

B. McLaughlin: This solution is not something that will be monitored. The only thing that will affect this solution is if and when the library procures a computer and then we go back to the drawing board about the copier. The things I have outlined, they are temporary, but they will last until the library gets a computer.

B. Griffin: This is it.

B. McLaughlin: If you have a problem, you need to state that now.

J. Bartels: It will be something that will have to be watched.

B. Griffin: What happens to the coffee table?

J. Bartels: I would prefer it placed where it was originally. It is another thing in the way. You learn this from experience. It used to be in the corner. It also had a lamp on it. It is very light, it could tip.

B. Griffin: So it is easy enough to move it out of there.

J. Bartels: You can slide the coffee table. I don't want anybody lifting it.

B. McLaughlin: This will not be a monitored situation from the Trustees. If this is a solution, then as Director you have the opportunity to agree or disagree. However, I think once it is bolted to the wall, we will not revisit the coat rack. If you agree, we need to document this and sign it and I will sign it.

B. Griffin: When we are saying it is temporary, it is a long term temporary. I want assurances that the tables will go anywhere, the copier will be moved to where the computer is and the computer will be removed. These other items, they are things that would normally be removed in conjunction with library services. And there will be a lock put on the closet. Then maybe we can start figuring how much space we can get out of the desk.

J. Bartels: We do still, in order for a library to function, there is a lot of moving out of crates from the closet. I am

trying to think of some way we can display those book bags without always taking the crates out of the closet. If I get another box within this area...

D. Gagnon: If it fits in where they are now. I don't care what you put behind those things.

B. McLaughlin: We will have to have some responsibility if we want to hang things. It should not include furniture movement. I don't want to be here next month talking media bags placement. Based on these three things, do you feel you can operate the branch; tables, copier and coat rack?

J. Bartels: Yes.

B. McLaughlin: Does the Pinardville Community Association agree?

D. Gagnon: Yes.

B. Griffin moved, seconded by P. Baker to authorize the Chairman/Selectmen to execute the lease agreement presented last month which reflects the changes relating to furniture placement in the area that have been agreed to tonight; tables, copier and coat rack. Voted unanimously in the affirmative.

B. Griffin: Is there an invoice that needs to be paid?

D. Gagnon: No.

OTHER BUSINESS:

D. Gagnon reported the Opti-Book Buck program was a great success. Twenty seven children participated. They read a total of 437 books. They ranged in age from K-7th grade. Wal-Mart agreed to provide \$200 in gift certificates; ranging in dollar amounts of \$3.00 to \$20.00. The Optimist Club would be willing to conduct this program again.

C. Benthien asked when the Director will be evaluating the library employees.

Janet stated this has not been done yet. She also stated that Rose expressed an interest in continuing at the branch after she heals. Maureen is willing to take over on a temporary basis as a library assistant. Other pages are available, as well as Betsy Elliot.

T. Pare stated it has been two years since the Director was evaluated and she suggested the board take this matter up. The board agreed to complete their evaluation forms by the next

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meeting and the results will be compiled in September.

Paula asked that the minutes be mailed sooner, as she was not aware that the meeting had been moved this month.

The Trustees will also advise Gary Meehan about the portable classroom.

NEW BUSINESS:

T. Pare moved, seconded by C. Benthien to enter non-public session under RSA 91-A:3 II c.

Roll call: T. Pare - aye, C. Benthien - aye, B. Griffin - aye, P. Baker - aye, D. Gagnon - aye and B. McLaughlin - aye.

C. Benthien moved, seconded by T. Pare to exit non-public session at 9:45 p.m.

Roll call: T. Pare - aye, C. Benthien - aye, B. Griffin - aye, P. Baker - aye, D. Gagnon - aye and B. McLaughlin - aye.

B. Griffin moved, seconded by C. Benthien to seal the non-public minutes for ten years. Voted unanimously in the affirmative.

B. Griffin moved, seconded by T. Pare to adjourn the meeting at 9:46 p.m. Voted unanimously in the affirmative.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

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**LIBRARY TRUSTEES MEETING
MINUTES**

NON-PUBLIC SESSION

JULY 19, 1995

PRESENT: B. McLaughlin (Chairman), T. Pare, P. Baker, C. Benthien, B. Griffin, D. Gagnon and J. Bartels (Director).

Janet reported she will be on medical leave from July 24 through August 11. She will return to work on August 14 in time for staff vacations. Her mother is in ill health and she has other family issues to attend to.

B. Griffin stated she would like to meet with Janet and Marsha prior to Janet leaving.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

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INVOICE:

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9 hours @ \$10.00 per hour.....\$90.00

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