

**LIBRARY TRUSTEES MEETING  
MINUTES**

**APRIL 4, 1996**

**PRESENT:** Brian McLaughlin, Al Packard, Ricci Allard, Cathy Ball, Dick Gagnon, Bob Torpey and Carolyn Benthien. Also present was Library Director, Janet Bartels, and Treasurer, Charlotte Davenport.

Brian McLaughlin called the meeting to order at 7:07 p.m.

**MINUTES OF FEBRUARY 21, 1996:**

Page 1, last paragraph should read "T. Pare moved, seconded by B. Griffin that the 1996 Spartan Trust Funds be used for periodicals, automation and building and renovation. Voted Unanimously in the affirmative." The minutes will be approved at the next meeting.

**TREASURER'S REPORT:**

Charlotte presented the Treasurer's Report. She corrected figures that were distributed at the last meeting. Charlotte also reviewed the projections for 1996. All of the funds initially came from the Stark Estate.

The Trustees discussed the possibility of looking into other ways of investing these funds.

**DIRECTOR'S REPORT:**

**Memorial Day Schedule** - Monday, May 27 is a holiday and the library will be closed. **B. Torpey moved, seconded by A. Packard to close the library on Saturday, May 25, 1996. Voted unanimously in the affirmative.**

**Literacy Project** - Funds have been encumbered for this program. Tutors have been trained. Continental Cable Vision will do a literacy telethon on April 21 on Channel 8 from 5 p.m. to 10 p.m.

**Earth Day** - Janet and the Solid Waste Commission have worked together on organizing an Earth Day Marathon for April 22. They will show earthy related videos, including "Trash World" on Channel 40.

**Town Meeting Play** - Roles have been assigned. Audience participants are needed. A grant was received from the NH State Council of the Arts. The play will be held on Friday, May 3 at 7:30 p.m. at GHS. Admission will be \$2.00. Please attend!!!

**National Library Week** - This will be held from April 14-20. A book discussion is scheduled for April 15. On Wednesday, April 17 Night of a Thousand Stars will be held at the Town Hall. Doug Clegg will attend. On Friday, April 19 the Bedtime Reading will be held at the branch with Gordon Bartels.

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN:**

**D. Gagnon nominated Carolyn Benthien for Chairman, seconded by A. Packard. Voted unanimously in the affirmative.**

**B. Torpey nominated Al Packard for Vice-Chairman, seconded by D. Gagnon. Voted unanimously in the affirmative.**

**OLD BUSINESS:**

**Trustees and Staff** - Janet distributed a handout listing the employees and their duties.

Brian reviewed the highlights of the past three years. He further explained G.M.I.L.C.S. He discussed the renovation project. The Trustees will receive black binders containing past minutes, the State Statutes, etc.

**Renovation Project** - Brian explained that the board needs to decide if they will be going with a general contractor philosophy or a project manager philosophy. A building committee needs to be formed. Brian offered to chair this committee. Brian McLaughlin, Barbara Griffin, Bob Torpey, Al Packard and Dick Gagnon volunteered to sit on this committee. Two members of the Friends of the Library will also be included. Bob Torpey will develop parameters for this committee. **C. Benthien moved, seconded by A. Packard to create a building committee consisting of Brian McLaughlin (Chairman), Bob Torpey, Barbara Griffin, Al Packard, Dick Gagnon and two members from the Friends of the Library. Janet Bartels will be an ex-officio member. Voted unanimously in the affirmative.** Brian asked for a copy of the Town bid policy.

**Implementation Plan** - Janet will sit down with the staff in conjunction with the building committee to decide on a time line for usage of the library rooms. The building project is expected to take four to eight weeks.

**Fund Raising** - Last fall the Trustees told the Board of Selectmen they would raise \$10,000 by the time the budget was completed. Over \$19,000 has been raised to date. The goal was \$15,500. Furniture and carpeting is also needed. Carolyn stated she would like to begin explore the creation of a separate 501-C3 in order

to accept donations on an ongoing basis. Cathy volunteered to assist with this endeavor.

**RECOMMENDATIONS:**

**Trust Fund Automations** - Brian suggested the trust funds be listed on a spread sheet.

**Maintain Annual Review of Director and Staff** - Last year a significant amount of work was done in developing review instruments for the director. Janet will distribute the library's personnel policy, as well as the Town's personnel policy.

**Board of Selectmen's Goals and Objectives** - This information was distributed to the Trustees.

**OLD BUSINESS (Cont'd):**

**G.M.I.L.C.S.** - Janet reviewed this program with the new members.

**Budget** - This information was mailed to all Trustees. A monthly print out will be distributed. The budget period runs from January through December. There are encumbrances for the architect and the literacy project.

**Senate Bill 2** - All budgets will now be ratified by a ballot vote.

**Brass Plaque** - Monies may be available through the Historic Commission. Janet will look into this further.

**Pinardville Branch** - The lease expired on March 31. Barbara Griffin will prepare a new lease. D. Gagnon asked if the payment could be made on the first of each month.

**NEW BUSINESS:**

**Vacancy on the Board of Trustees** - Paula Baker resigned from the board. D. Gagnon moved, seconded by A. Packard to accept Paula Baker's resignation. Voted unanimously in the affirmative.

**A. Packard nominated Barbara Griffin to fill Paula's term, seconded by B. Torpey. Voted unanimously in the affirmative.** Barbara will be recommended for appointment to the Board of Selectmen.

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**Renovation** - Cathy reported that the Goffstown News is interested in updating the public on the building project.

**Annual Spring Meeting for Trustees** - This will be held on May 9 at the Highlander in Manchester from 8:30 a.m. to 3:30 p.m. If you are interested in attending, please contact Janet.

**NON PUBLIC SESSION - RSA 91-A:3 II (b):**

**B. Torpey moved, seconded by A. Packard to enter non-public session for the purposes of discussing personnel. A roll call was taken and voted unanimously in the affirmative.**

**A motion was made and seconded to return to public session. A roll call vote was taken and voted unanimously in the affirmative.**

No votes were taken in non-public session.

**A. Packard moved, seconded by B. Torpey to accept the recommendation of the Library Director to hire a page. Voted unanimously in the affirmative.**

**NEXT MEETING:**

The special meeting is scheduled for Tuesday, April 30 at 7 p.m. The board will continue to meet on the third Wednesday of the month.

**B. Torpey moved, seconded by A. Packard to adjourn the meeting.**

Respectfully submitted,

Jo Ann D'Avanza