

**LIBRARY TRUSTEES
MINUTES**

MAY 15, 1996

PRESENT: Carolyn Benthien (Chairman), Bob Torpey, Ricci Allard, Cathy Ball and Al Packard (arrived at 8:22 p.m.). Also present were Janet Bartels (Library Director) and Brian McLaughlin.

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

MINUTES OF APRIL 30, 1996:

R. Allard moved, seconded by B. Torpey to approve the minutes as presented. Vote: 2-in favor, 0-opposed, 2-abstained. Motion carried.

REPORTS:

Building Committee - The building committee presently consists of: Brian McLaughlin (Chairman), Dick Gagnon, Bob Torpey and Barbara Griffin. Gary Meehan and Janet Bartels are advisory members. **B. Torpey moved, seconded by R. Allard to appoint Kelly Teevan and John Porter to the building committee. Voted unanimously in the affirmative.**

The public notice for the bidding process will appear in The Union Leader. The bids will be received by June 3. Janet will copy the bids for Gary Meehan and members of the building committee. The building committee will meet on June 11 at 7 p.m. to review the bids. They will submit a recommendation to the Board of Trustees by June 19. **B. Torpey moved, seconded by C. Ball to approve the legal notice. Voted unanimously in the affirmative.**

Brian reviewed the Statement of Agreement between the owner and the architect. Brian stated that Mr. Meehan's contract is coming to an end. As a result of not using the project manager approach, there needs to be interaction between the contractor and the library. The building committee asked Gary Meehan to put together a schedule of fees. Brian recommended the board agree to a \$7,500 fee for administrative services, plus \$2,500 for the bidding process work. **B. Torpey moved, seconded by R. Allard to approve Gary Meehan's agreement as presented for \$2,500 for bidding services and \$7,500 for administrative services. Voted unanimously in the affirmative.**

Bob asked if the drawings would also be available at Dodge's Reports.

TREASURER'S REPORT:

Janet reported the roof is still leaking and she has not yet paid the bill for services. Mark did some caulking over the back door. This area is also leaking due to ice damage from the winter.

Janet reported the State Library will no longer offer free card service as of July 1.

Carolyn questioned the amount expended in the telephone line. Janet thought this may be for a few months worth of bills and the installation of the digital line.

B. Torpey moved, seconded by R. Allard to accept the Treasurer's Report. Voted unanimously in the affirmative.

DIRECTOR'S REPORT:

Plaque - The plaque for the building can be used either indoors or outdoors.

GED - Two students are currently enrolled.

"Town Meeting" Play, May 3 - Janet reported the play was a great success.

All Board's Meeting - This meeting will be held on May 28 at 7 p.m. at the Town Hall.

DRA Meeting - This meeting will be held on May 29 at GHS from 7 - 9 p.m.

Summer Reading Programs -

One O'Clock Humph, A Finnish Soul Band - A picnic may be held in the park. T.J. Wheeler may also be in attendance. This will take place on June 11.

Summer Reading Lists - Marsha has been in touch with the reading specialists at the schools. A meeting has been scheduled for May 28 with Kathy Dodwell of Mt. View Middle School.

Programs for Older Children - The library received a grant from the Humanities Council. This program will be for children entering grades 5-8.

Library Conferences -

NHLA Conference - Staff members will attend on Tuesday, Wednesday and Thursday. Janet will attend on Thursday.

READS Conference - Brendan will attend on June 7.

ALA Conference - Janet will be attending this conference in N.Y.C.

Ground Breaking Ceremony - Carolyn suggested letters of invitation be sent out to major contributors for this event. A date has not yet been determined.

Grounds - Noel Villiard has offered his services to trim the bushes around the library. Carolyn asked if liability would be an issue. Janet stated volunteers are covered by insurance. **B. Torpey moved, seconded by A. Packard to approve. Voted unanimously in the affirmative.**

Budget Representative - Janet will be meeting with Bob Draper on May 20.

OLD BUSINESS:

Treasurer Update -

The new arrangement with the Town Treasurer will go into effect on June 1.

Floor Plan for Branch Lease -

Janet presented her recommended floor plan for the branch. Carolyn asked Janet to speak with Dick Gagnon to ensure there would not be a problem. **A. Packard moved, seconded by B. Torpey to approve this floor plan conditional upon Dick Gagnon's approval. Voted unanimously in the affirmative.**

LSCA Grant - Janet reported that Gini Barss contacted Matt Higgins of the State Library concerning the construction grant. The library was unable to obtain this grant. However, a technology grant may be available. Janet will submit this application by Friday.

Attic Sale - The book sale will be held on Saturday, May 18 from 8:30 a.m. to 2 p.m.

REPORTS:

Trustee Conference -

Ricci Allard attended this conference. She updated the board on what she had learned. She suggested the Trustees give the Friends of the Library a list of goals.

Ricci reviewed information concerning the Internet. Janet stated

Library Trustee Meeting Minutes
May 15, 1996
Page -4-

the library is currently in a transition period. When the renovation is completed, she will move ahead with exploring the Internet access further. Janet stated it would be a goal for 1997-98.

NEW BUSINESS:

Formation of 1997 Library Budget - Al Packard volunteered to assist in preparing the budget.

State Report Issues for the Community - This report was reviewed.

A. Packard moved, seconded by B. Torpey to adjourn the meeting at 9:10 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

Library Trustee Meeting Minutes
May 15, 1996
Page -5-

INVOICE:

Library Trustee Minutes
May 15, 1996

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

Jo Ann D'Avanza
PO Box 314
Goffstown, NH 03045