

**LIBRARY TRUSTEES MEETING
MINUTES**

DECEMBER 18, 1996

PRESENT: Janet Bartels (Director), Carolyn Benthien (Chairman, left at 5:40 p.m.), Cathy Ball, Barbara Griffin, Brian Mclaughlin (guest) and Al Packard (arrived at 5:10 p.m.)

Chairman Benthien called the meeting to order at 5:10 p.m.

Review of Budget -

The library is scheduled to appear before the Budget town-subcommittee on January 14 at 7 p.m.

Building Project -

B. Griffin will contact the Highway Department concerning snow removal.

Debbie Hanson met with Janet today concerning the colors for paint and carpeting.

Janet discussed the Heat Smart program with the board. The Trustees asked B. Griffin to bring this matter up to the Board of Selectmen.

Janet had concerns with safety issues with regard to the stacks and ladders required. The ladders can be designed so they lock in place. The stacks will be installed next week. After a lengthy discussion, the Trustees decided to go with floor to ceiling stacks with ladders.

The Trustees decided to find out if the floor in the reading room can be refinished rather than installing carpeting at this time.

Staff Reorganization -

C. Ball moved, seconded by A. Packard to give Janet Bartels the authority to handle the staffing plan as she sees fit, as long as she does not exceed the budgeted amount. Voted unanimously in the affirmative.

Approval of Minutes of November 20, 1996 -

This item was tabled.

Wrapping of Hemlock Tree -

Janet will contact the DPW and the Fire Department to assist with this matter.

Friends Update -

This information was mailed to the Trustees.

Cabling and Wiring - Janet received permission to go ahead with this issue.

Carolyn felt the board should look into a new telephone system with an intercom in the future. A control panel will need to be installed.

INVOICE:

Treasurer's Report -

The monthly report was reviewed. Other items reviewed were: bank statement from Citizens Bank, Fidelity Investment statement, Revenue and Expense Report and the Trust Fund Report.

GMILCS Update -

Janet purchased seven licenses at the Dynix sale. Janet advised that GMILCS is going on the Internet. Janet contacted Terry Pare to see if she would be interested in serving on a sub-committee for this project. Terry is willing to help out with this. Other committee members will include a Town Hall rep, a Friend of the Library, a few members of the library staff and a Trustee. Janet was instructed to pursue forming this committee.

Holiday Hours -

December 24.....10 a.m. to 1 p.m.
December 25.....Closed
December 31.....10 a.m. to 4:30 p.m.
January 1.....Closed
January 20.....Closed

Literacy Program Update -

This information was mailed to the Trustees. Janet will pursue funding for this program with various organizations.

Community Organizations and the Sponsoring of Relevant Library Programs -

Janet will pursue this matter.

Update on Branch - PCA and Lease -

Carolyn will sign the lease and forward it to the PCA.

The meeting adjourned at 6:09 p.m.

**THE NEXT MEETING WILL BE HELD ON WEDNESDAY, JANUARY 15 AT 7:00 P.M.
AT THE TOWN HALL.**

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INVOICE:

3 hours @ \$10.00 per hour.....\$30.00

Jo Ann D'Avanza
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