

**LIBRARY TRUSTEES MEETING
MINUTES**

JANUARY 15, 1997

PRESENT: Barbara Griffin, Cathy Ball, Al Packard, Carolyn Benthien (Chair) and Janet Bartels (Director).

Chairman Benthien called the meeting to order.

Treasurer's Report:

Janet reported the budget will be spent for 1996.

Annual Report:

This report is due on Friday. Janet asked if the Trustees would like to submit information for the report. The Trustees discussed the information concerning the building project.

Page Resignation:

Janet reported that a page has resigned.

Budget:

The Trustees presented the library budget to the Budget Committee last night. Carolyn asked Janet to prepare a matrix outlining the salaries, COLAS, step increases as compared to last year for the Trustees. However, this may not be a fair comparison, since the library staff was reorganized this past year. Barbara and Janet will prepare a new spread sheet for the Budget Committee.

Building Project:

Cathy reported that she advised the builder that they need to communicate to the Trustees what is expected of them. The circulation desk had been cut down the center without anyone's approval Brookstone agreed to repair it.

Heat Smart:

Carolyn spoke with a representative of PSNH. There is a \$2,000 fee to install the Heat Smart unit. PSNH also puts in a small meter. This should reduce the electric rate by approximately \$1,000 per year. There may be financing available for this project. The hole will be framed for this unit. The remainder of the work will be put on hold. A price will be obtained for running the wiring for this unit.

B. Griffin moved, seconded by A. Packard to authorize a change order on the building project for the wiring to enable Heat Smart to be installed eventually, so long as it costs \$500 or less. The money will be taken from the 1997 electric operating budget. Voted unanimously in the affirmative.

Library Trustees Minutes

LSCA Grant Hearing:

A. Packard moved, seconded B. Griffin by to accept the Library Services and Construction Act Title II Technology Enhancement Contract. Voted unanimously in the affirmative.

A public hearing will be scheduled to accept these monies on February 19 at 7:30 p.m.

The next meeting will be held on Wednesday, February 19 at the Pinardville Branch.

Carpeting in the Stack Area:

Carolyn sent a letter to Home Depot concerning a carpeting donation.

Wrapping Hemlock:

Mark Germana will take care of this project.

Roofing:

This is roofing project is nearing completion.

Update on Branch:

Carolyn summarized her meeting with Dick Gagnon, which was very productive. They went through the lease and made some minor modifications. The lease was signed through April 1997. They also discussed future contractual relationships with regards to occupying the space and the costs. Carolyn will send a thank you letter to Dick Gagnon. The figures will be reviewed further by the Trustees once they are received.

Children's Room:

This room will be painted, once the building project has been completed.

Open House:

This will probably be scheduled for early June.

Non-Public Session, RSA 91-A:3,II(b):

A. Packard moved, seconded by C. Ball to enter non-public session to discuss a personnel matter. A roll call vote was taken with all members voting in the affirmative.

A. Packard moved, seconded by B. Griffin to resume public session. A roll call vote was taken with all members voting in the affirmative.

B. Griffin moved, seconded by A. Packard to seal the non-public minutes for five years.

A. Packard moved, seconded by C. Ball to adjourn the meeting.

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Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

**LIBRARY TRUSTEE
NON-PUBLIC MEETING MINUTES**

JANUARY 15, 1997

PRESENT: Carolyn Benthien (Chair), Barbara Griffin, Cathy Ball, Al Packard and Janet Bartels (Director).

The Trustees entered non-public session under RSA 91-A,II(b) to discuss personnel matters.

The Library Director brought to the attention of the Trustees personnel problems with the Library Assistant.

The Board reviewed a letter, which will be submitted to the employee notifying them of the need for correction or the possibility that steps will be initiated for disciplinary action.

The memo was reviewed by the Town Administrator and has been discussed with the compensation fund representative.

The Trustees resumed public session.

Respectfully submitted,

Jo Ann D'Avanza

**THESE MINUTES WERE SEALED UNTIL
JANUARY 15, 2002**

INVOICE:

Library Trustee Minutes
January 15, 1997

4.5 hours @ \$10.00 per hour.....\$45.00

Jo Ann D'Avanza
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