

**LIBRARY TRUSTEES MEETING
MINUTES**

FEBRUARY 19, 1997

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

Chairman Benthien called the meeting to order. Carolyn left the meeting at this time. Cathy chaired the meeting.

PUBLIC HEARING FOR THE LSCA TECHNOLOGY ENHANCEMENT GRANT:

The hearing was continued to 8:50 p.m.

OLD BUSINESS:

Building Project -

Cathy updated the Trustees on the building project. The work schedule is on track. Ricci will contact the Friends to see if they would be interested in painting the interior sections.

Heat Smart -

The opening for this unit has been framed in for the third floor. The conduit has been run. The meter can be added at the time of installation.

Reuse of Old Oak Desk -

Janet met with Richard Johnson. Mr. Johnson has offered to repair the old desk to be used as a counter on the third floor.

Landing -

Janet reported there is a small area on the landing where people can throw things down to the stairwell below. She requested that sheetrock be installed to close up this section. Carolyn suggested that mesh could be placed in this area, if this became a problem. The Trustees all stated they would like to see this area. They were not in favor of closing this in.

Roof -

Melonsen Roofing will check the slates on the builder's side to see if any are in need of repair.

Exterior Painting -

Brookstone Builders submitted a proposal for painting in the amount of \$3,950. If the storms and sashes are removed and painted, the cost is \$4,650. Janet was instructed to check with Gary Meehan to find out if the front door can be stripped and stained.

Renovation of Children's room by volunteers -

Debbie Hanson will be available to come back and give more details concerning the painting. The old metal bookshelves will be painted in the stack area. This area of the library will be closed to the public if the bookcases are painted inside.

Update on Branch-PCA Lease -

Janet sent another letter to Dick Gagnon on February 18. This letter stated that the meeting house was found to be littered with papers, etc. on the morning of February 13. On the evening of February 12, the Police Department also found the back door unlocked.

Carolyn Benthien returned to the meeting at 8:10 p.m.

Exterior Painting (cont'd) -

C. Ball moved, seconded by B. Griffin to award the painting contract to Brookstone Builders per the Change Order Request #7, dated February 19, 1997, and allow additional funds if Gary Meehan stipulates that it is worthwhile to refinish the front door and the archway to its natural state, not to exceed our total budget. Voted unanimously in the affirmative.

Carolyn resumed the position of Chair.

Carpeting -

Carolyn will continue to pursue this issue. Ricci will also contact a carpet dealer.

Branch Library -

Carolyn reported she has not heard back from Dick Gagnon concerning the costs for running this facility or meeting with his board. The Fire Department inspected the premises. The back exit needs to be kept clear. The Trustees have tentatively scheduled their next meeting at the branch. Janet will confirm this with Dick Gagnon.

Friends Update -

Janet reported that the Hurrah held on February 16 was a success. There were approximately 25 people in attendance. Joan Lindell will be the next President of the Friends of the Library. Carolyn, Ricci and Janet will work together on the open house celebration.

NEW BUSINESS:

Elections -

The filing period for filing for the open Trustee positions begins on February 19 and closes on February 28 at 5:00 p.m.

MINUTES OF JANUARY 15, 1997:

B. Griffin moved, seconded by C. Benthien to approve the minutes as presented. Voted

unanimously in the affirmative.

TREASURER'S REPORT:

The Trustees reviewed the trust fund report and the budget. Janet will find out what is required to withdraw the trust fund monies from Fidelity.

DIRECTOR'S REPORT:

Goffstown received honorable mention in the Martin Luther King contest.

PUBLIC HEARING FOR LSCA TECHNOLOGY ENHANCEMENT GRANT:

C. Benthien called the public hearing to order for the LSCA Technology Enhancement Grant at 8:50 p.m. There were no comments from the public. The public hearing was declared closed.

DIRECTOR'S REPORT (cont'd):

Automation Update -

Janet reported they have had great success with bar coding. However, more help is needed. Janet will contact the high school.

Tutoring -

The library purchased a table from the Pinardville Association. Someone is being tutored at the branch library.

Staff Reorganization and Implementation -

Janet reported that the \$1,700 was placed back into the budget by the Budget Committee. She will start to schedule the staff for extra hours as the stack area is put back together. Janet will contact the National Honor Society to see if they can help move the books. Janet will submit a proposed staff reorganization chart to the Trustees at their April board meeting.

The first session of Town Meeting will be held on Tuesday, March 11 at 7:00 p.m. at GHS.

B. Griffin reported that the Budget Committee and the Board of Selectmen will not have the same budget this year.

J. Bartels reported that a reception will be held on February 24 at 7:00 p.m. at the Town Hall for the new Fire Chief, Ed Hunter.

The Trustees were invited to an open house at the Grasmere Town Hall on March 2 and March 9 from 2-4 p.m.

NON-PUBLIC SESSION, RSA 91-A:3, II (a):

B. Griffin moved, seconded by R. Allard to enter non-public session. A roll call vote was taken and voted affirmatively.

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B. Griffin moved, seconded by C. Ball to resume public session at 9:28 p.m. A roll call vote was taken and voted affirmatively.

No votes were taken in non-public session.

B. Griffin moved, seconded by C. Ball to adjourn the meeting at 9:29 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

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INVOICE:

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

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

**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**

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INVOICE:

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

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