

**LIBRARY TRUSTEE MEETING
MINUTES**

MAY 21, 1997

PRESENT: Carolyn Benthien (Chairman), Barbara Griffin, Cathy Ball, Ricci Allard, Bill Exner and Mark Choquette. Also present for a portion of the meeting was Brian McLaughlin, Building Committee Chair.

Chairman Benthien called the meeting to order at 7:08 p.m.

MINUTES OF APRIL 16, 1997:

B. Exner moved, seconded by R. Allard to approve the minutes with one amendment.

Amendment: Page 2, first paragraph, change "Seniors from Goffstown High School" to "Seniors from John Stark High School."

MINUTES OF MAY 12, 1997 SPECIAL MEETING:

B. Exner moved, seconded by B. Griffin to approve the minutes as presented. Voted unanimously in the affirmative.

TREASURER'S REPORT:

The budget report was reviewed by the board. The custodian has been working 12 hours per week in preparation for the dedication.

The total costs for the painting was \$4,680. The board agreed that the remaining monies will be turned back to the general fund at the end of the year, unless an emergency situation arises. The project came in under budget because the staging was already in place for the building project.

The Trust Fund report was distributed. A correction may need to be made to this report concerning the grant for the carpeting and the literacy donation from the Rotary club.

The library received a dividend check from Spartan in the amount of \$446.26. There are 5,854,391 shares remaining in the Spartan account as of April 14.

B. Griffin moved, seconded by C. Ball to accept the Treasurer's Report as presented. Voted unanimously in the affirmative.

OLD BUSINESS:

Dedication -

Ricci reported that the last sub-committee for the dedication will be held tomorrow, May 22.

Mark Choquette will supply a tent for this occasion. Food is also being supplied by various

individuals.

A representative from Senator Bob Smith's office will be in attendance to present a flag from the U.S. Capital. Congressman John Sununu may attend this event.

Invitations were sent to all donors. A public notice will also be on GTV 40. Bobby Perkins and Mark Choquette placed a sign in the front of the library announcing this event. Notices will be placed in the newspapers.

Building Project -

Brian McLaughlin attended this portion of the meeting. Brian reported that the building project is DONE!!

Cathy and Brian met with the builders last week to review the punch list. An occupancy permit may be issued by tomorrow morning (5/22). Brian suggested that full payment be made on the balance of the invoice. \$4,500 will remain after this final bill is paid according to the builder's accounting. Other items will be needed, such as fire extinguishers, etc.

Mark asked about the stability of the bookshelves. Brian stated that the bids specified 1/4" of bend is within standard. Several of the shelves have already been replaced. Brian further stated that in the event there are further problems, the builder will come back within the next 12 months. Cathy stated that the library's concerns were expressed concerning these shelves. The builder was told that the library was very pleased with everything with the exception of the shelving. The shelves can be modified, whereby the front edges would need to be built up and the shelves would need to be made permanent.

Brian's recommended that the building committee be dissolved after the dedication and a long term building and grounds committee be formed.

Brian further reported that the lights that have been selected will be installed. Janet reported that the punch panel is operational. The red door for the fire box did arrive.

Carolyn reported that a \$4,100 grant was received for carpeting. Cathy reported that Bob Dahl offered to sell the library the carpeting for cost. He has included padding for the floor, removal of the old carpeting and installation. The old carpeting in the children's room is glued in place. There may be a problem removing all of the glue. John Scruton has agreed that all carpeting will be placed in a DPW truck and disposed of at the transfer station. The carpeting in the children's room will have a ten year warranty. The total cost for the new carpeting, including labor is \$3,984.

The builder will meet with John Scruton and Marc to explain the operations of the elevator system. Janet will contact Nynex for the telephone hookups. Bob Dahl will be instructed to

contact Janet to arrange for the installation of the carpeting.

Janet commended the DPW employees for all of their help.

Janet spoke with Eleanor Poritt regarding having a display case at the library during the winter months for historical displays on a rotating basis.

Cathy suggested that professional help be sought in decorating the walls of the library.

Janet will order the insert for the new book drop. The other book drop may be moved to Pinardville.

The board was instructed to develop a priority list of items needed and work to be accomplished for the next board meeting.

Branch Library -

A tentative date had been set to meet with Dick Gagnon. This date was not convenient for Dick. Carolyn has not heard from Dick for quite sometime to schedule a new date.

DIRECTOR'S REPORT:

Trustee List of Addresses/Telephone Numbers -

This information was reviewed.

C.I.P. -

The organizational meeting is scheduled for Wednesday, May 28.

G.M.I.L.C.S. -

Janet reported that fees will rise by approximately 28% for 1998-99. The board voiced their concerns. The trustees will review this further at their June 18 meeting.

Meeting Room Policy -

Janet distributed a proposed policy for the new meeting room. The board agreed to adopt guidelines that no organization can use this meeting room when the library is not open until an official policy is adopted.

B. Griffin moved, seconded by M. Choquette that exclusive use of the meeting room, prior to adoption of any policy, be restricted to open hours of the library with permission of senior staff for no more than two hours requested no earlier than seven days in advance.

Voted unanimously in the affirmative.

Janet will revise her proposed draft policy. This subject will be reviewed in three months.

New Hires -

Janet reported that the applicant who had been approved for the Library Information Systems Technician position declined. Ads were placed in *The Globe*, *Sunday News*, and on the Internet for one week. No applications were received. Janet proposed that the library hire a temporary worker. Barbara suggested Janet contact John Scruton concerning the town's policy on hiring temporary workers from a temp agency. Janet was also instructed to contact Sue D. to see if she would have anyone to fill this position.

The library aide position will be discussed at the June meeting.

NEW BUSINESS:

Election of Vice Chair -

Barbara stated that Al Packard has been a valuable back up to Carolyn Benthien. However, the board will be forming a building and grounds committee for the main building and the Pinardville branch for this coming year. She felt it would be good to have somebody strong in this area. Therefore, **B. Griffin moved, seconded by M. Choquette to nominate Cathy Ball as Vice Chairman. Vote 5-in favor, 0-opposed, 1-abstained. Motion carried.**

Exit Interviews -

Cathy suggested that a subcommittee be formed to set up criteria for exit staff interviews. The board agreed with this suggestion. Cathy will contact John Scruton to see what the town has in place.

WEB Policy -

The board will also discuss a WEB policy in the near future.

Director's Performance Evaluation -

The Director's performance evaluation will begin shortly. A sub-committee was formed consisting of Barbara Griffin, Carolyn Benthien, Cathy Ball and Bill Exner.

B. Exner moved, seconded by M. Choquette to adjourn the meeting at 9:48 p.m.

The next meeting is scheduled for Wednesday, June 18.

The Library Dedication is scheduled for Saturday, May 31 from 2 p.m. to 4 p.m.

Respectfully submitted,

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Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

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INVOICE:

Library Trustee Meeting
May 21, 1997

6 hours @ \$10.00 per hour.....\$60.00

Jo Ann D'Avanza
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