

**LIBRARY TRUSTEE  
MINUTES**

**JULY 16, 1997**

**PRESENT:** Carolyn Benthien (Chair), Barbara Griffin, Cathy Ball and Ricci Allard. Also present was Janet Bartels, Library Director, and Marshal Ciardullo.

Chairman Benthien called the meeting to order at 7:05 p.m.

**APPROVAL OF MINUTES OF JUNE 18, 1997:**

**B. Griffin moved, seconded by C. Ball to approve the minutes with amendments.**

**Amendments: Page 1**, under Trust Fund Report, add: "The Spartan Account is used for books and magazines." Under Humanities Council - this was not a grant. Goffstown was selected as a site for this program. Under Personnel, add: "Mark made a suggestion that the Trustees should consider interns at a future point in time." Under Donation, add: "The grant in memory of Pat Bruno was in the amount of \$431."

**Page 2**, under Telephone System, add: "The vendor selected is Oulette Communications. The total cost is \$1,695." Under Additional Items Needed - insert, "Mark volunteered to check with Vermont Salvage to see if he could locate one."

**Page 3**, under GMILCS Budget, add: "Janet was instructed to vote no on the 1998-99 GMILCS budget."

**The minutes were approved unanimously as amended. Ricci Allard abstained.**

**TREASURER'S REPORT:**

**Budget** - The 01444 Mandatory Benefits line under Library Facility is the one being used and will be adjusted to reflect custodian costs. The 01007 line will be deleted. Cathy stated the Board needs to look at the consumption level for utilities and not just the dollar amounts. Carolyn asked for a breakdown of projected costs for salaries. Janet will provide this information to the Board. Cathy asked if monies should be budgeted for elevator maintenance if the warranty runs out in the next budget year. Janet stated there are many service contracts that need to be updated.

Cathy suggested that the signature cards at Citizen's Bank for the safe deposit box be updated.

Carolyn reported that a separate page should be attached to the agenda for donations received each month listing the amount of the gift and the source. The donations will be accepted formally by the Board of Trustees.

**Trust Fund Report** - The library has received \$125 to date in memory of Lois B. Stevens, the mother of Jeff Stevens, and a frequent patron of the library. The library also received the annual \$200 from the Cohen Trust for books.

**B. Griffin moved, seconded by R. Allard to accept the Trust Fund Report, including the two donations: \$125 and \$200. Voted unanimously in the affirmative.**

**PUBLIC HEARING ON GRANTS:**

The public hearing was called to order at 7:32 p.m.

The following grants have either been received or applied for: Cogswell Benevolent Trust (\$4,100), NHSL Summer Reading Program Arts Grant (\$125 matching grant), Junior Women's Club Children Services Donation (\$431), NH State Council on the Arts Grant for Children's Book Week (approximately \$200) and NH Humanities Council Grant (approximately \$200).

There were no public comments. The public hearing was declared closed at 7:36 p.m.

**B. Griffin moved, seconded by R. Allard to approve the above mentioned grants. Voted unanimously in the affirmative.**

Janet left the meeting at this point. Marsha filled in for Janet.

**DIRECTOR'S REPORT:**

**Personnel** - The Library Information Systems Technician position has been filled with Kenneth Kong, who is an employee of Kelly Services. Lindsey Day and Ellen Gantley started on July 1 as part-time library aides. Jonathan Wyman's last day as a page is July 29.

**GMILCS** - Derry and Goffstown voted no on the proposed 1998-99 budget. However, it did pass. Goffstown Library opted not to use the new borrower services at this time. Al Packard and Janet will work on the GMILCS program.

**Landscaping** - Two individuals are available to do weeding and mulching for the library. The mulch will be free from the transfer station and salaries will be paid out of the facility salary line. Cathy asked if the mulch is treated and how close it will be used to the building. She had a problem with using mulch that was not treated and bugs got into the building. The lower tree branches along Elm Street need to be trimmed. Barbara informed the Board that a traffic light will be installed at this intersection within two years.

**Telephone System** - This system has been installed and is working wonderfully.

**Signage** - This matter is in progress and more welcoming signs will be posted. Marsha reported

that books have been removed illegally from the library. Signs will be posted to help remind people to check out their books at the new circulation desk.

**Circulation Policies and Procedures** - Marsha informed the Board that a new policy should be instituted increasing the fees for replacement library cards. The Board agreed to charge \$2.00 per replacement card.

**Purchases** - Janet proposed the following purchases: Three adjustable work stools with backs, arms and foot rests at a total cost of approximately \$400. Ladder for approximately \$800-\$900.

Carolyn will apply to the Hunt Foundation for available funds. Plaques still need to be purchased. The Board agreed that the grant should be applied for for the children's room furniture, ladder and the work stools. This grant will be submitted by August 15. The Board will wait until the October 15 meeting to see if the grant can be obtained before further decisions are made on the purchase of these items. The Board suggested that other options be explored in the meantime, such as NH College, surplus furniture stores, etc.

**B. Griffin moved, seconded by C. Ball to authorize the expenditure of up to \$150 from the office equipment and repair line for the purchase of stools. Voted unanimously in the affirmative.**

### **OLD BUSINESS:**

**PCA Lease** - The lease expires August 31. A meeting will be set up with the Board and the PCA. Cathy stated that the Crabby Dave's site has been vacant for sometime. Barbara stated that the Board of Selectmen would be opposed to taking a piece of commercial property off the tax role. Cathy informed the Board that the new police station addition will have additional space and someone asked her if the library had considered setting up the branch there. Barbara stated she will bring this up at the Selectmen's meeting, but did not feel this was a good alternative. Cathy suggested that signage be installed at the present branch location. The Board suggested that Janet talk to the owner of the establishment about putting up a sign for the library.

**Update on the Building Project** - This will remain on the agenda.

**1998 Budget** - The budget is due to the Board of Selectmen by September 1. Janet and Barbara will work on the budget for presentation to the Trustees at the August 20 meeting.

**Stone Wall** - The wall has a gap between the building and where the wall was taken down. There is an erosion problem. This needs to be addressed prior to the winter. The Trustees are waiting to hear from Bill on all options.

**C.I.P. Presentation** - Janet and Barbara did attend this meeting on July 2. There will be a line for the Pinardville branch with no monies attached to it.

**NEW BUSINESS:**

**Hiring of Personnel Library Page** - A number of applications were received. Marsha interviewed a number of candidates. Marsha recommended the Board hire Alicia Germana and Rebecca Lee to fill the two 6-8 hour per week positions.

**B. Griffin moved, seconded by C. Ball to approve the recommendation for hiring for two library pages. Voted unanimously in the affirmative.**

**Committee Structure** - Carolyn distributed a suggested committee structure list for the Trustees. The Board was asked to review this list, and it will be discussed further at the next meeting. The Board will also meet in September, separate from the regular Trustee meeting, to discuss the creation of a three to five year plan.

**Next Meeting** - **The next Trustee meeting is scheduled for Wednesday, August 20 at 6 p.m. at the Pinardville Branch.**

**Director's Evaluation** - A sub-committee will begin to work on this process.

**Accepting Donations** - Barbara will research the process and whether an Article is needed for the Town Meeting Warrant in March 1998.

**B. Griffin moved, seconded by C. Ball to adjourn the meeting at 8:32 p.m.**

Respectfully submitted,

Jo Ann D'Avanza

**THESE MINUTES ARE SUBJECT TO APPROVAL**

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July 16, 1997  
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**INVOICE:**

Library Trustees Meeting Minutes  
July 16, 1997

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

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