

**LIBRARY TRUSTEE  
MINUTES**

**AUGUST 20, 1997**

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

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

**APPROVAL OF MINUTES OF JULY 16, 1997:**

**B. Griffin moved, seconded by M. Choquette to approve the minutes with one amendment.**

**Amendment: Page 1, change "Marshal" to "Marsha". Voted unanimously in the affirmative as amended.**

**TREASURER'S REPORT:**

There is an overage in the insurance line. In the past, the Library was under insured. The insurance coverage runs from July through June. C. Ball asked for an itemization of the insurance bill for the next meeting.

Kelly Services will be paid out of the salary line.

Internet access was paid from the GMILCS line.

The Board questioned the credit in the telephone line. Janet will find out why there is a credit listed. The latest PSNH bill was \$722. The Board asked Janet to get a break down on all utility bills.

**DIRECTOR'S REPORT:**

**LSCA Grant** - Janet had contacted ACT Computer and has not heard back from them. The Police Department is presently in the process of obtaining a vendor for their computer system. Janet suggested that the Trustees explore the possibility of tying in with the Police Department's vendor. The Board agreed with this suggestion. Mark will also obtain a quote from PC Connections.

**Copier Agreements** - Janet reported that the copier at the Library is not working properly. The current agreement is with United Business Machines. UBM provides a Canon copier with a coin box. The average monthly volume is 1050 copies. The Library receives 500 free copies per month. They must pay .12 per copy for anything over 500. Presently, the Library staff also uses the copier at the Town Hall for an additional 500 to 1,000 copies per month. Janet obtained a breakdown of services and costs from various copier companies.

Janet proposed the Library set up a new agreement with UBM for a reconditioned Panasonic

with the same arrangements listed above. UBM has stated that they will provide better services on this machine. The Board agreed to try this arrangement for three months. In the event that this arrangement does not work, additional monies will need to be requested in next year's budget.

**Stools and Ladder** - Carolyn will be submitting a grant request to the Hunt Foundation in the amount of \$2,600 for new furniture for the children's room. Another grant request will be submitted to the Bank of Boston for the stools and ladder. Cathy reported the Police Department obtained sample chairs to try out prior to purchasing anything. The Board asked for additional information on this.

**Stone Wall** - Charlie Carr has installed boards to stop the erosion problem. Janet will talk to Bill Exner to see if he has obtained information for repairing this wall. Janet will also ask Mark Germana for an estimate.

**Light on the Third Floor** - Janet reported that an additional light is needed for the third floor. Janet will provide the cost information to Carolyn. Carolyn may include this in the Bank of Boston grant request.

**Page Update** - One of the new pages has been replaced.

**1998 BUDGET PROPOSAL:**

The 1998 budget proposal was reviewed. Carolyn requested a break down for the repairs and maintenance line. Janet will submit the budget to the Board of Selectmen by September 1.

**A. Packard moved, seconded by B. Griffin to approve the budget for presentation to the Board of Selectmen. Voted unanimously in the affirmative.**

**OTHER BUSINESS:**

**Vermont Salvage** - Mark has been in contact with Vermont Salvage for a water cooler. Presently, they do not have anything in stock.

**Safe Deposit Box** - Jean Mayberry is listed on the signature card. Stock Certificates are being held in this box.

**Trust Fund Report** - This report was not available for the August meeting.

**Internet Guidelines** - This subject will be discussed at a future meeting. Al will provide sample guidelines.

**Director's Evaluation** - Carolyn, Bill and Cathy will meet shortly regarding the Director's

Library Trustees Meeting Minutes  
August 20, 1997  
Page 3

evaluation.

**Friends of the Library** - The next meeting will be held on September 2. Ricci will attend.

**Pinardville Branch** - Mark and Al will meet with Janet to review the issues and actual costs. This matter will be discussed further at the next meeting.

**A. Packard moved, seconded by B. Griffin to adjourn the meeting at 9:10 p.m. So voted.**

Respectfully submitted,

Jo Ann D'Avanza

**THESE MINUTES ARE SUBJECT TO APPROVAL**

**THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 17.**

Library Trustees Meeting Minutes  
August 20, 1997  
Page 4

**INVOICE:**

Library Trustees Meeting  
August 20, 1997

6.5 hours @ \$10.00 per hour.....\$65.00

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