

**LIBRARY TRUSTEES
MINUTES**

DECEMBER 17, 1997

PRESENT: Carolyn Benthien (Chair), Al Packard, Barbara Griffin, Cathy Ball, Mark Choquette and Bill Exner (arrived at 7:30 p.m.). Also present was Janet Bartels, Library Director.

Public Present: Gordon Bartels.

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

APPROVAL OF MINUTES OF NOVEMBER 19, 1997:

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

TREASURER'S REPORT:

Monthly Budget Report - This report was reviewed by the Board. Janet informed the Board that there are two PSNH bills that have not been paid yet. Janet also advised that she has had problems with the new copier. Janet also advised the Board that Bell Atlantic may give each library a 56K frame relay line, and Cabletron may donate the routers. Janet was asked to obtain further information on this matter. Janet also asked Matt Higgins if the library grant could be modified. He said that Janet should send him a letter. Janet explained that the library is entitled to a 40% discount for the 'E' rate. (Later determined that Al would review this information).

Library Facilities Budget - The insurance line is over expended by \$2,289.62 and GMILCS is over expended by \$8,389.77.

Year End Encumbrances -

Heat Smart - The cost for the heat smart unit is \$1,800 - \$2,000. The original electrician did not wire it separately and a new panel/meter needs to be installed. A revised estimate for the installation of heat smart was received from NuWave Electric in the amount of \$4,200.

Lighting - Mark recommended that NuWave be hired for the electrical work.

Air Conditioning - The air conditioning on the second floor that runs off the hot air furnace is not working properly. Central Air has been in and submitted a proposal for an analysis and balance in the amount of \$2,000. Janet stated there is a problem with the condenser. This item will be deferred until 1998.

Heating - The problem continues with the lack of heat near the circulation desk. It seems another heat vent is needed. Mark and Cathy will contact Brookstone Builders.

Compensation Funds Recommendations and Costs - The total cost for recommendations is

\$2,400. A grant was received in the amount of \$1,295. The total amount to be encumbered is \$1,105 (not including the grant).

Invoice from Brookstone Builders re: Elevator contractor - Carolyn received a letter from John Scruton, dated December 17, 1997, concerning an outstanding invoice in the amount of \$182.01. This invoice concerns a call made to the elevator company with regard to the problem with the vent. Cathy spoke with Brian McLaughlin, and he has no recollection of being instructed by Brookstone Builders or the elevator company about closing off the elevator vent during the winter months. Cathy stated that Brookstone Builders should prove to the Board from records of minutes that this discussion actually took place. It should appear in both sets of minutes if it did, in fact, take place. The Board also had an arrangement with the elevator company that they were to do a walk through to explain what was needed to operate the elevator. If the vented needed to be closed on a seasonal basis, this should have been noted both in person and in the manual. Barbara suggested that a letter be sent to Brookstone Builders.

B. Griffin moved, seconded by A. Packard to authorize the Director to encumber the sum of \$4,200 for the purchase of heat smart (NuWave to install) to be charged to building utilities; to cut a PO in the amount of \$2,950 for lighting work with NuWave Electric and charged to the building utility line; and the amount of \$2,400, adjusted for the Sidore Grant in the amount of \$1,290 as appropriate, to be posted to office equipment and repair. Voted unanimously in the affirmative.

The \$2,550 remainder from the painting project is going back to the general fund.

BUDGET 1998:

The Budget Committee is meeting on Tuesday, December 23, 1998. The Board concurred that they would accept the changes as recommended by the Budget Committee. Janet stated that some of the proposed increase in the salary line was to allow for an adjustment in certain salaries. Mark recommended that the Board should look into hiring college students as part of an intern program.

DIRECTOR'S REPORT:

Statistics - The statistics from the October statistics week were reviewed. Janet was instructed to report back to the Board with further information from GMILCS and make a recommendation to see if the library can track these numbers better. Cathy also suggested that Janet contact other libraries to find out how they track their statistics.

Holiday Hours - The library will close at 1:00 p.m. on Wednesday, December 24 and at 4:00 p.m. on Wednesday, December 31.

New Employees - Susan Sullivan is working as a library assistant and Alice Sayer is the new library aide.

LSCA Grant - The Board questioned if there is a need to encumber grant monies. Janet will work this out with Maureen McLean, Finance Director.

Telecommunications Discount - Al will review this material.

Resignation of GMILCS System Administrator - The GMILCS budget has monies to hire a Systems Administrator beginning July 1. Janet has asked if someone from the Manchester City Library could coordinate this program. Cathy brought forth a concern regarding GMILCS internet access for the Goffstown collection. Janet will look into this further. Al also stated that the Goffstown Library is not hooked into the common borrower's card. Janet stated the Goffstown Library can join the common borrower's card. Initially, we did not join this because it came up when the library was first going on line. Janet was instructed to provide the Board with a detailed listing from GMILCS of what Goffstown Library patrons actually have access to.

Library Information Systems Technician - Janet wanted to begin advertising for this position after the holidays. Everyone agreed to hold off on this item for the time being.

Sunday Openings - Sunday openings have been delayed.

Friends Update - Janet reported that a reading program was held at the branch recently. Ricci Allard read *The Polar Express*. The Friends supplied hot chocolate and cookies. Sixty children participated.

COMMITTEE REPORTS:

Branch Library - There was no report.

Personnel - Carolyn suggested the Board enter non-public session at the end of this meeting to begin moving forward on the Director's performance review.

COMMUNICATIONS AND ANNOUNCEMENTS:

There was no report.

UNFINISHED BUSINESS:

Janet will check if the money for the plaques needs to be encumbered. Carolyn will contact Machine Graphics to assess their level of interest and obtain a projection.

Bill Exner asked that a letter of thanks be sent to Charles and Eric Anderson of Diamond Lane for their hard work in repairing the stone wall.

Bill received information from Richard Van Pelt concerning the computer station for the children's area. Mr. Van Pelt feels that two work stations could be purchased. Bill also suggested that a modem capability should be provided. Bill will follow-up with this.

Cathy submitted a lengthy memo, dated December 16, 1997, to the Board regarding Circumstances Relating to Charitable Gift Stock to the Library.

NEW BUSINESS:

Carolyn reported that Dick Gagnon called and stated he has not received the rent for the branch for the month of December. Janet will look into this.

A memo was received from John Scruton, dated December 5, 1997, regarding the Library Complaint Process. It was agreed that Janet will provide a sign at both the main library and the branch stating, "The Library Trustees invite your input and comments" The Trustees' names and telephone numbers will be listed. These signs will be posted in the circulation areas.

Carolyn reported that five out of the seven exit interview letters mailed out to former employees have been received.

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

A. Packard moved, seconded by B. Exner to enter non-public session at 9:14 p.m. A roll call vote was taken with all members voted in the affirmative.

B. Griffin moved, seconded by A. Packard to resume public session at 9:53 p.m. A roll call vote was taken and voted unanimously in the affirmative.

B. Griffin moved, seconded by A. Packard to seal the non-public minutes for ten years. Voted unanimously in the affirmative.

A. Packard moved, seconded by B. Exner to adjourn the meeting at 9:54 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL