

**LIBRARY TRUSTEE
MINUTES**

FEBRUARY 18, 1998

PRESENT: Cathy Ball (Acting Chair), Bill Exner, Ricci Allard, Mark Choquette and Barbara Griffin. Also present was Library Director Janet Bartels and Finance Director Maureen McLean.

Present from the Public: Gordon Bartels.

Acting Chair Cathy Ball called the meeting to order at 7:05 p.m.

APPROVAL OF MINUTES OF JANUARY 21, 1998:

B. Griffin moved, seconded by M. Choquette to approve the minutes with amendments.

Amendments: Page 3, under Encumbrances add: "Carolyn advised that she should have received a phone call about the additional money found remaining in the building project lines."

Page 4, under Other Business, change "Janet will order the chain and sign" to read "Barbara will work with Janet at ordering what is necessary to secure the front entrance."

Voted unanimously in the affirmative as amended.

TREASURER'S REPORT:

Monthly Budget Report - The Trustees discussed the postage line. Janet stated that the postage was originally taken out of petty cash. \$286.00 was deposited for postage during the month of December. Mark questioned if the postage could be metered so it could be tracked better.

Monthly Trust Fund Report - Maureen McLean, Finance Director, met with the Board and reviewed the various trust fund reports. Maureen presented a revised report for the trust fund transactions. She suggested that the Trustees should decide if they like the accounts set up the way they are or if they should be split out further. The Board agreed to use this new report in the future. Cathy felt it was important to know what they had access to spend. A line will be established for restricted gifts. The Board members will review the various categories to see if any changes should be made.

Maureen also reported that presently the Board only receives copies of the checking account activity. There are four bank accounts, including stock and the Fidelity Investment. Maureen has set up a new system so that any transactions in any of these accounts will be reflected. She also advised the Board that the stock dividend reports should be sent directly to the Treasurer; the bank will be notified.

Cathy asked if there were any other funds with restrictions. Maureen advised that fines are restricted for general repairs, upgrades and books. Dividends are used to purchase periodicals. Currently, Janet signs the bills and codes them. The Board discussed the possibility of

instituting a warrant. Barbara stated that she would be reluctant to institute a warrant system at this time. This matter will be revisited in the next few months.

B. Griffin moved, seconded by R. Allard to authorize the Director to continue paying invoices through the town warrant as she has in the past, and to transfer the dividends for the trust funds as she has in the past. Voted unanimously in the affirmative.

Barbara and Janet will meet to discuss proposed numbers for the operating accounting funds.

Maureen further reported that as of January 1, 1997 there was \$7,800 in the checking account. She stated that the Board should decide how much cash they would like to keep on hand. The Board agreed that this amount would not fall below \$1,000.

DIRECTOR'S REPORT:

Merrill Lynch - Janet advised that Merrill Lynch would like to hold a financial seminar at the library.

B. Griffin moved, seconded by B. Exner to authorize the Merrill Lynch seminar under the conditions that the Director sets. Vote: 4-in favor, 0-opposed, 1-abstained. Motion carried.

T.J. Wheeler - T.J. Wheeler will perform at the Goffstown Town Hall on Thursday, February 26, 1998 from 3-4:00 p.m.

Wellness Program - A five day program sponsored by the National Cancer Institute and the National Institute of Health will be held during the month of March entitled, "Eating of the Greens".

Youth Forum - Janet spoke with a representative of the 4-H Program. They have an Earth Day Curriculum. The library will try to do something for Earth Day.

Grants - The Board reviewed a recommendation concerning computer programs for the children's room.

Other Business - Jane White donated a stool to the library.

The elevator has been repaired.

Milford Library may be selling their micro-film printer with table for \$500. The Board was not in favor of this purchase.

OLD BUSINESS:

Non-Resident Library Card and Common Borrower's Card - Library cards are presently sold to non-residents for \$20.00. Barbara raised the question as to why the Goffstown Library is selling cards to residents of towns that do not belong to GMILCS. Currently, the other towns allow non-residents to use the GMILCS libraries with their non-resident card. The other towns do not feel it is a problem to allow non-residents to participate in the GMILCS program. Janet was instructed to find out if Goffstown can limit the use of the common borrower's card to residents of towns participating in the GMILCS program. This will be discussed further at the next Board meeting.

Building Update - Brian McLaughlin and Cathy Ball drafted a letter to the builder. This letter was signed by Carolyn and mailed. The time frames were changed somewhat. The builder was asked to respond prior to the next Board meeting stating that they agree that May 30 is the date the warranty will end. This will be discussed at the next Board meeting.

Heat Smart - Mark Choquette and Cathy Ball received a telephone call from John Scruton concerning the installation of the heat smart unit. Mark suggested that the unit be installed on the floor in the meeting room and not recessed into the wall so that the oak trim does not need to be cut. This will also allow the heat to penetrate throughout the meeting room, rather than into the rafters. The Board agreed with Mark's suggestion.

Mark also reported that the electrician has increased his fees by \$200-\$300 because he ran an extra 15' of conduit. Mark will discuss this further with the electrician.

PSNH - Mark reported that a representative of PSNH visited the library recently to look at the lighting. They will submit an energy audit within the next 3-4 weeks. There is a program in place whereby the library can receive a 35-50% reimbursement on materials and labor if the library chose to install electronic ballasts.

Pindardville Branch - Janet stated that Paula will be cleaning the branch. This will entail a few extra hours.

Trust Funds, Merrill Grant - The librarian's recommendations were reviewed.

Technology, E Rate for Libraries under the Telecommunications Act - Al Packard is still working on this matter. Terry Pare is also helping out with this. Janet attended a workshop regarding the 56K line.

NEW BUSINESS:

Mark asked if the Library Trustee meetings could be published in *The Goffstown News*.

Library Trustee Meeting Minutes
February 18, 1998
Page 4

Mark also questioned why the restrooms are kept locked. Janet stated there had been vandalism in the past. Mark stated that he would like to see the restrooms remain unlocked. Janet was instructed by the Board to keep the restrooms unlocked.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

THE NEXT MEETING IS SCHEDULED FOR MARCH 18, 1998

Library Trustee Meeting Minutes
February 18, 1998
Page 5

INVOICE:

Library Trustee Meeting
February 18, 1998

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

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