

**LIBRARY TRUSTEE
MINUTES**

MARCH 18, 1998

PRESENT: Carolyn Benthien (Chair), Mark Choquette, Bill Exner, Ken Rose, Barbara Griffin and Library Director Janet Bartels.

Public Present: Gordon Bartels.

Chairman Benthien called the meeting to order at 7:15 p.m.

APPROVAL OF MINUTES OF FEBRUARY 18, 1998:

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

Amendment: Page 3, Under Building Update, change “Brian McLaughlin” to “Mark Choquette”.

The minutes were approved unanimously as amended.

TREASURER’S REPORT:

The Treasurer’s report was reviewed. **B. Exner moved, seconded by M. Choquette to accept the report as presented. Voted unanimously in the affirmative.**

Janet presented statements from the bank account, the building renovation account and the Spartan account.

Janet also advised that the Attorney General’s Office will hold a seminar entitled, “Library Trust Session” for the purpose of discussing trust funds. This will be held on Tuesday, April 14, 1998 from 10 a.m. to 12 p.m. in Concord.

ELECTION OF OFFICERS:

The Board welcomed new Board member, Ken Rose!

B. Griffin moved, seconded by B. Exner to nominate Carolyn Benthien Chair and Cathy Ball Vice-Chair. Voted unanimously in the affirmative.

B. Exner moved, seconded by K. Rose to express our appreciation and thanks to Al Packard who served two terms on the Library Trustees. Voted unanimously in the affirmative.

DIRECTOR’S REPORT:

Programs - Janet reported that the library is celebrating "Eat Five a Day" to promote the eating of fruits and vegetables. They are planning a similar day for Earth Day. Night of a Thousand Stars will also be held during the week of April 19 through 25. The library is working with the 4-H group on a summer reading program. They will explore the environments of NH.

Janet also advised that a grant hearing will need to be held at the April Board meeting.

Literacy Program - The Adult Literacy program may have a new coordinator shortly.

Library Furniture - Janet received information from an office supply company concerning the furniture to be purchased with the Sidore grant. Janet will receive a quote for this furniture.

Children's Furniture - Janet found a crafter in the Boston area who makes children's wooden furniture. She will look into this further.

Copier - The copier is not working properly. The machine needs a new drum at a cost of \$300. Janet was instructed to have the copier repaired. She was also told to find out how many copies are on this machine, the age of the machine and how many copies it makes per year.

LSCA Grant - Janet is waiting for a reply from Matt Higgins concerning changing the nature of the grant to include networking the PC's, getting a hub and going out to the Internet on a 56K line through SERESC. The library received a grant to hook up to the Manchester network. Presently, the library is using multiplexor technology. Bell Atlantic has come forth with giving libraries free 56K lines. Part of the LSCA grant included the library offering Internet access to patrons. Janet advised that she will need to purchase network cards, a hub, a server and a few cables. The Board authorized Janet to continue pursuing the changes to the grant application.

Non-Resident Library Cards - The Board discussed the possibility of increasing the fees for non-resident library cards. Janet explained that she spoke with representatives of GMILCS about her concerns with having residents of New Boston, Dunbarton and Weare use non-resident cards at the Goffstown Library through the common borrower's program. GMILCS did not see this as a problem. They suggested that Goffstown set limits for this arrangement and list these items on their flyer. GMILCS needs to know by May if the Goffstown Library will be participating in the common borrower's program. The consensus of the Board was to join the common borrower's card program.

B. Griffin moved, seconded by M. Choquette to change the fee for a non-resident card to \$35.00 per year effective immediately. Voted unanimously in the affirmative.

B. Exner moved, seconded by K. Rose to join the common borrower's card program, subject to the details being worked out. Voted unanimously in the affirmative.

There are presently some restrictions in place now for the non-resident cards. The Board instructed Janet to post these rules along with the increased fee. Janet advised that approximately 50-60 non-resident cards have been issued. This number includes non-resident students and employees.

BUILDING UPDATE:

PSNH has not been in touch with Mark as of the meeting date.

Mark reviewed the punch list concerning the warranty for the building renovation work. Dave Maynard of Brookstone Builders met with Mark and reviewed the items. Dave will not cover the \$180.00 bill for the elevator repair. The Board agreed to pay the \$180.00 bill from Shindler Elevator Corporation.

Dave advised Mark that the warranty expires on April 28, 1998. Mark will check with Ed Neveu to find out the date of final inspection and acceptance. The book slot will not be covered under warranty. Dave Maynard claims this book slot was vandalized. Mark felt it was poor craftsmanship. The paint is also peeling outside on the elevator room. Dave Maynard will scrape, re-prime and repaint it. Carolyn will distribute Dave Maynard's letter to the Board. The ladder has popped off the track a few times. Dave stated it was a manufacturer's problem. Mark asked if this ladder can be exchanged for a ladder with handles.

B. Griffin moved, seconded by M. Choquette to authorize the Chair to sign a final letter to the builder outlining the Board's concerns, if the warranty expires prior to the next Board meeting. Voted unanimously in the affirmative.

LETTER FROM FIRE DEPARTMENT:

Janet reported they have been having some problems with the fire alarm system when it rains. The annunciator box is collecting water. The manufacturer said this box should not have been placed outside. This box is not weather proof. A weather proof box will cost approximately \$300 - \$400. Dave Maynard has been advised.

LETTER FROM ED NEVEU, CODE ENFORCEMENT OFFICER:

The Board reviewed a letter from Ed, dated March 17, 1998, concerning the shelving units in the circulation area. They are not made for the weight they are carrying. The counter needs to be supported from the floor. It cannot be a suspended counter. Mark suggested that the books and paper be cleaned out and reorganized. Barbara suggested that 2x4's be installed to support the computer table. Carolyn stated that immediate action needs to be taken. Mark will work with Janet to determine the best way to deal with this issue. Mark will follow up with Ed Neveu. The Board instructed Janet to move the books immediately. Mark stated there is too much clutter there and it should be moved. Janet also stated that the keyboard draw needs to be mounted so that it can be pulled out.

PINARDVILLE BRANCH:

A letter was received from the Fire Department concerning the inspection of the branch. The Fire Department will be told to contact the PCA. Janet advised that the rent has increased by \$50.00 per month. The consensus of the Board was to continue paying the \$600.00 fee for the rent.

TRUST FUND REPORT:

Barbara has an updated report from Maureen McLean.

FRIENDS OF THE LIBRARY:

The next Friends meeting will be held on April 7, 1998.

PERSONNEL:

Two resignations were received. Brendan Gleason resigned effective Saturday, March 21, 1998. Alicia Germana has also resigned effective Saturday, March 21, 1998. Janet was instructed to advertise the Library Assistant position and to contact Kelly Temp Service for temporary coverage. The page position will be advertised in *The Goffstown News*.

Janet also suggested that Ken receive an additional .50 per hour. Mark suggested that Janet look into what the buy out is from Kelly Temp Service. Janet thought it was about \$500-\$600.

B. Griffin moved, seconded by M. Choquette to increase Ken to \$9.75 per hour for 40 hours per week. Voted unanimously in the affirmative.

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

M. Choquette moved, seconded by B. Griffin to enter non-public session at 9:24 p.m. A roll call vote was taken with all members voting in the affirmative.

B. Griffin moved, seconded by M. Choquette to resume public session at 9:50 p.m. A roll call vote was taken with all members voting in the affirmative.

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

B. Griffin moved, seconded by M. Choquette to adjourn the meeting at 9:51 p.m. So voted.

Respectfully submitted,

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March 18, 1998
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Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL