

**LIBRARY TRUSTEES
MINUTES**

MAY 20, 1998

PRESENT: Carolyn Benthien (Chair), Barbara Griffin, Ken Rose, Mark Choquette, Ricci Allard, Cathy Ball and Bill Exner.

Approximately 12 members of the Public were also present.

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

APPROVAL OF MINUTES OF APRIL 14, 1998:

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

APPROVAL OF MINUTES OF APRIL 30, 1998:

M. Choquette moved, seconded by K. Rose to approve the minutes as presented. Voted unanimously in the affirmative.

PUBLIC COMMENT:

Carolyn stated that it was wonderful to see people attend the meeting. The Board was happy to hear public comments. The Board cannot take public comment on the dismissal of the Director because there is a process in place for that. Mrs. Bartels does have the right to request a hearing.

As of this date, a request for a hearing has not been received by the Board of Trustees. Carolyn explained that if a hearing is requested, public comments will be received at that time.

D. Gagnon: Myself and Fred Hicks are here to talk about the rent increase we have submitted to you for April 1. Back in October of 1997 I had mentioned we would raise the rent by \$100. We did send in the invoices for the entire year. The check was received in April and it was minus the \$100 increase. We also need this check on time. If you would like to talk with us, please give us a call. The PCA has celebrated their four year anniversary on Monday evening. We are committed to keeping the community house open and we would like to do more things in conjunction with the library.

Carolyn stated the Board is grateful for everything they have done.

Mr. Wilkie: Our library is growing and we now have three floors. I believe we are understaffed. I think there is an issue of safety. How will the margin of safety be increased?

Carolyn stated the Board will have an answer very soon.

Mr. Wilkie asked for a copy of the Board rules and by-laws. Carolyn will mail them to him.

George Fullerton: I am now the representative of the Budget Committee to the library.

Brian McLaughlin: I have been involved in the library on and off since 1985. I served four years on the Board, the last two as Chair. I would like to take this opportunity to commend the Trustees for doing what they have been elected to do and that is to govern the library. I am available to volunteer to serve in any capacity they see fit.

Al Packard: I am also a former Trustee. I am here to be supportive of the Board in all that they do.

Carolyn thanked the public for coming to this meeting.

TREASURER'S REPORT:

Cathy distributed copies of the Treasurer's Report and the Trust Fund activity report. Cathy also distributed a copy of a report that was prepared by Maureen McLean regarding Library Trust Safe Deposit Box Contents. Cathy suggested that Ken review the stock certificates held by the Trustees.

Cathy also reported the Town is 33.3% through the budget year. The percent expended is 32%. However, we are not currently running on full staff. The supply line is at 53.7% and the material's line is at 47.5%.

B. Exner moved, seconded by M. Choquette to accept the Treasurer's Report. Voted unanimously in the affirmative.

UNFINISHED BUSINESS:

GMILCS Common Card - Last month the Director was to give the Trustees a recommended policy for this common borrower's card. Carolyn received an extension from GMILCS. They are thrilled that Goffstown will participate in this program.

B. Exner moved, seconded by R. Allard to appoint Theresa Pare, a Goffstown resident, former Library Trustee and currently Director of the NH State Library Electronic Support and Journal Services, as a temporary representative to the GMILCS program for the Goffstown Library. Voted unanimously in the affirmative.

Ricci and Brian volunteered to look at other town's policies for the Common Borrower's card and report back to the Board at the next meeting with a recommendation concerning Goffstown's participation in this program.

Building Update - Mark spoke with John Scruton regarding plumbing work to be done in the library. John suggested Mark contact Coughlin Plumbing. Mark thanked Mark, the custodian at

the Town Hall, for repairing the floor tile in the lower level.

1997 Report to the State -

This report was due to the state last Friday. Carolyn asked that this report be reviewed by other Board members prior to its submittal. An extension will be requested from the state. Barbara Griffin will get the necessary additional signatures and submit by the end of this week.

New Trustee Orientation Report - Ken Rose attended an orientation workshop with the NH Library Trustee Association. Ken emphasized that the Board needs to address a book of policies and procedures. The workshop addressed the importance of having job descriptions for each position.

Humanities Council Grant - The summer reading grant has been applied for. The Humanities Council Grant has not been applied for. Carolyn will find out the status of this grant. The summer reading T-shirts are on display downstairs.

Personnel - Hiring - No activity with new hires as of this date. Applications have been received for two positions.

Expenditure of Grant Funds - The furniture has not been purchased yet. Mark will lend computer chairs to the library for the circulation desk area.

Cleaning of Transfer Station - The Trustees had asked Janet to completely clean out the Transfer Station. However, there are things still there. Carolyn suggested that the Trustees take a trip over there and see what is left. Barbara reported that several items have been removed. The Historical Society will be contacted to see if there are any items of interest to them. This item will be revisited within two months. Mark reported that there are magazines on the second floor of the library under a table that need to be taken care of immediately.

NEW BUSINESS:

Dismissal of Director - Janet Bartels' last day was Monday, May 18, 1998. Janet has a right to request a hearing. Cathy, Mark and Carolyn will meet with the staff on May 21 to reassure the staff and ask for suggestions for going forward. They were presented with a letter on Monday 18. The staff was invited to this meeting tonight.

Community Meetings - Carolyn also suggested that meetings be scheduled over the next four or five weeks to hear from patrons concerning their suggestions for the library.

Policies -

Based upon significant input from patrons and former patrons over the past few weeks, the

following library policies will be reviewed immediately:

Renewal of books by phone.

Change for the copier on the 3rd floor.

Payment for lost Books.

Length of time books can be taken out.

K. Rose moved to reaffirm the policy that patrons are allowed to renew books by telephone effective June 1, 1998. Seconded by M. Choquette. Voted unanimously in the affirmative.

Cathy suggested that \$10.00 in change be kept on the third floor to be used as change for the copy machine. The Board will discuss at a future meeting a formal policy for the handling of fine monies, petty cash, etc. Cathy will contact Maureen McLean for suggestions.

The Board will do further research on a lost book policy.

The Board will also defer any decisions on the length of time books can be taken out until more information can be garnered as to why the policy was changed.

Mark also suggested that the Board look into the policy concerning the issuance of library cards.

Temporary Authority to Review Invoices and Sign Checks - Carolyn suggested that Cathy Ball be temporarily authorized to perform this duty.

M. Choquette moved, seconded by B. Exner to authorize Cathy Ball to sign the checks on behalf of the library. Voted unanimously in the affirmative.

Memorial Day Closing - The library will be closed on Monday, May 25, 1998 in observance of Memorial Day.

R. Allard moved, seconded by M. Choquette to close the library for Memorial Day weekend. Voted unanimously in the affirmative.

OTHER BUSINESS:

Ken Rose read a letter concerning a requirement from his employer that Ken does not take part in discussion or votes concerning investments for the library.

Cathy read a letter from a page, Emily Jerzyk, asking that she be allowed to resign temporarily while attending summer classes at St. Paul's School.

B. Griffin moved to accept the recommendation from the Head of Children's Services

concerning the readjustment of page hours. Seconded by B. Exner. Voted unanimously in the affirmative.

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

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

M. Choquette moved, seconded by B. Exner to return to public session at 10:05 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 five years. Voted unanimously in the affirmative.

B. Griffin moved to authorize the Chair to negotiate an interim contract agreement for an interim Library Director with Janet Sherwood. Seconded by M. Choquette. Voted unanimously in the affirmative.

C. Ball moved, seconded by B. Exner to adjourn the meeting. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL