

**LIBRARY TRUSTEES
MINUTES**

JUNE 17, 1998

PRESENT: Carolyn Benthien (Chair), Ricci Allard, Barbara Griffin, Cathy Ball, Ken Rose, Mark Choquette (arrived at 8:09 p.m.) and Bill Exner (arrived at 8:21 p.m.). Also present was Janet Sherwood, Interim Director.

Public Present: George Fullerton (Budget rep), Gordon Bartels, Charlie Carr, Carmen Gangi, Terry Pare, Mr. and Mrs. Wilke and one other resident.

Chairman Benthien called the meeting to order at 7:10 p.m. The Board welcomed Janet Sherwood. The Board also reviewed the suggestions that were received in the new suggestion box.

APPROVAL OF MINUTES OF MAY 20, 1998:

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

APPROVAL OF NON-PUBLIC MINUTES OF MAY 20, 1998:

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

PUBLIC COMMENT:

C. Benthien: As of this afternoon, we understand through our attorney, that Janet Bartels has agreed to binding arbitration. There will not be a public hearing. We do not have that in writing yet. We anticipate this arbitration will be scheduled within the next month.

C. Gangi: About one week ago, it came to my attention that a poster was on the wall downstairs. I would hope the Board of Trustees would not promote or support homosexuality through the library.

Janet Sherwood advised the Trustees that the poster has been removed. Carolyn stated that the Trustees do not have anything to do with what is posted at the library. That is left up to the judgement of the librarian.

John Wilke thanked the Board for the information he received. Mrs. Wilke stated that she has enjoyed working with Janet Sherwood.

Charlie Carr thanked the Board for the information he received in the mail.

Carmen Gangi stated that the library looks great.

TREASURER'S REPORT:

Barbara reported there were no extraordinary expenditures in the last month. A full report will be submitted for the next month's meeting.

INTERIM DIRECTOR'S REPORT:

The Board reviewed the Interim Director's report. This report included her comments on the exterior and interior of the building, staff, space, collection, policies and the budget.

Janet met with a representative of McNaughton Books. The lease is \$4,300 per year for 25 books per month with a book value of \$24.95. If the books are over \$24.95 each, they will be billed as two titles. Janet suggested this be addressed in the next lease. It would cost \$193.00 more to go over that amount. The library presently has a credit balance that equals about \$11,700 because the library has not been using these books. It would not be credited in dollars, but rather in the number of books. This credit would amount to approximately 600 books. The company has allowed the library to accumulate this credit. The paperback lease has not been used this year at all. The paperback lease includes 90 prints per month. Every quarter the company figures out how many prints an average title is worth. Paperback prices are on an upward curve. Janet has cancelled the paperback lease. Paperbacks can be purchased on the other account for a 35% discount, or they can be purchased locally for a 25% discount. In addition, there is another option for using this money to the library's advantage; an audio lease. The audio collection needs some serious attention. The advantage of recorded books is the quality of their collection and the quality of the readers and tapes. They do replace the tapes for free for one year, after that they are \$3.00 each. The library can retain the loaned books for as long as they want. There is a limit of 500 books. Janet has returned over 200 this week. McNaughton also has a sale about two times per year.

Janet also reported that the front doors have been closed off. They are asking patrons to use the new main entrance.

Janet spoke with the Friends of the Library recently about the possibility of a book sale.

Carolyn has been meeting regularly with Janet Sherwood. Janet stated that the staff deserves kudos. They are eager and enthusiastic. She has been able to capitalize on all their talents.

A summer reading list will be compiled for grown-ups. A flyer for cardholders will also be distributed explaining hours and fine procedures, etc.

Porter's Video donated some audio books to the library. THANK YOU PORTER'S!

UNFINISHED BUSINESS:

GMILCS, Common Card – Ricci distributed a copy of the flyer that will be used by GMILCS for the common borrower's card as of July 1, 1998. Overdue fines will be increased from 5 cents to 10 cents and audio and video fines will be increased to \$1.00.

Terry Pare will represent the Trustees at the GMILCS meeting scheduled for June 18, 1998. Terry will get clarification on who gets paid the overdue fee for overdue books taken out by using the common borrower's card. The Board agreed there would be a one-day grace for the issuance of fines.

B. Griffin moved, seconded by R. Allard to approve the proposed GMILCS policy. Voted unanimously in the affirmative.

Circulation Policies – K. Rose moved, seconded by R. Allard to approve the circulation policies as outlined in a memo from Janet Sherwood. Voted unanimously in the affirmative.

Rent Increase, Pinardville – Carolyn reported that the rent would increase as of April 1, 1998 by \$50 per month. Carolyn recommended that this increase be paid retroactive to April 1.

B. Griffin moved, seconded by C. Ball to increase the rent to the PCA by \$50 for the branch library retroactive to April 1, 1998. Voted unanimously in the affirmative. K. Rose abstained.

1997 Report to the State – This report has been sent to the state. Carolyn distributed the 1996 NH Library Statistic Report to the Board members.

May 21 meeting with Staff – Mark, Cathy and Carolyn met with the staff on May 21. The staff will now renew books by telephone. The staff will have change for the copy machine on the third floor and a suggestion box has been instituted.

NEW BUSINESS:

Policies: Overdue Books/Lost Books – This policy will be presented to the Board at the next meeting. Janet explained that if someone lost a book, she can tell them right away what the cost is for replacement and they can pay for it. If they find it later, they own the book. She also advised that the patrons would like to see a friendlier letter go out regarding the notification of overdue books. Terry Pare will bring this up at the GMILCS meeting.

Saturday Closings – B. Griffin moved, seconded by C. Ball to close the library on Saturdays through September 5, 1998. Vote: 5-in favor, 1-opposed. Motion carried.

B. Griffin moved, seconded by K. Rose to close the library on Friday, July 3, 1998. Voted unanimously in the affirmative.

Janet suggested that the Board adopt a policy for closing three long weekends per year so the staff can plan ahead.

The Board will also discuss the library schedule at a future meeting. The Board first wants to find out the patrons' needs.

The Board authorized the expenditure of a door counter, not to exceed \$100.

C.I.P. – Cathy reported the Library Trustees were scheduled to meet with the CIP Committee on July 15. Since this is a Board meeting date, this has been rescheduled to July 29. The CIP request will be finalized at the next Board meeting. Barbara will obtain figures for square footage costs and per capita needs.,

OTHER BUSINESS:

Mark contacted Coughlin Plumbing about installing the water bubbler. He will do this for free if the library pays for the parts. The parts will cost less than \$50. The Board authorized this expenditure.

The locks at the main entrance have been changed. The panels on the front doors are in need of repair. Mark will obtain estimates for this work and the Board will also contact Linda Wilson of Historic Resources.

Mark submitted a bill from All-Safe for the new locks.

Mark submitted an inventory list to Carolyn on the materials stored at the Transfer Station.

Mark suggested a seminar be held at the library by Working Capital of NH. Mark will work with Janet on this matter.

Mark and Cathy attended the Goffstown Merchants Association meeting. They are recommending that the Highway Safety Committee recommend to the Board of Selectmen that the mileage on Route 114 from the Robinson Agency through to the cemetery be reduced from 30 mph to 20 mph.,

The Goffstown Economic Development Committee recently had a discussion regarding the Town Common. They discussed whether the library would do some landscaping around the building.

Information was distributed regarding the Gift Book program.

STATUS ON COMPUTERS:

Terry Pare met with the Board to review her assessment of the library's technology. The annual GMILCS meeting will be held on Thursday, June 18. The 1999-2000 budget for Goffstown is \$7,926.38. Goffstown's share is 4% of the total cost. The cost for Goffstown last year was \$8,817.00. Janet Sherwood advised that Goffstown does not participate properly in the inter-library loan program. She also answered 400-500 E-mail messages from April 1 regarding various issues.

Terry provided the Board with an inventory of what the library owns for technology. The computers are underutilized. She suggested that the workstations in the circulation area be consolidated, and the PC's in the adult and reference areas be reconfigured. These computers are not networked within the library.

Janet Bartels had requested an upgrade to the system to a frame relay connection, which is being offered to libraries for no cost. No provision was made to make this building assessable to the frame. The library will need a server for a cost of \$1,000-\$1,200. The library can work very well with the Dynix system. The library can be on the Internet now using dial-up modems. The state grant requires that the library and the town hall be connected. The town has begun to re-negotiate their contract with Media One. Sue D. should be kept apprised as to what the library's needs will be.

Terry also advised that there is equipment in this building that the staff does not know how to use. No training was given to the staff on the new operating system. There are also two other systems that they do not know how to use; NH Auto Information System and the GMILCS system, which has been up for one year. GMILCS does training on a monthly basis. They are hiring a new Systems Administrator. Terry will be working with GMILCS libraries to see how the training can take place. Terry also recommended that the library close some morning so that the staff can attend the computer lab at NH College or the state library lab for hands on training. Volunteers would also be able to take advantage of this training. There are 24 computers in the lab at NH College and seven at the state library. Carolyn stated there would be a technology plan in place for the budget process. There is no working station in Pinardville. At least one PC needs to be situated in Pinardville as a requirement of the grant.

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

B. Griffin moved, seconded by M. Choquette to enter non-public session at 9:39 p.m. A roll call vote was taken with all members voting in the affirmative.

B. Griffin moved, seconded by M. Choquette to return to public session at 10:38 p.m. A roll call vote was taken with all members voting in the affirmative.

ADJOURNMENT:

B. Griffin moved, seconded by K. Rose to adjourn the meeting at 10:38 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL