

**LIBRARY TRUSTEES
MINUTES**

JULY 15, 1998

PRESENT: Carolyn Benthien (Chair), Ken Rose, Cathy Ball, Mark Choquette and Bill Exner (arrived at 8:00 p.m.). Also present was Janet Sherwood, Interim Library Director.

Guests: George Fullerton (Budget rep), Mr. and Mrs. Wilkes and Terry Pare.

Chairman Benthien called the meeting to order at 7:13 p.m.

APPROVAL OF JUNE 17, 1998 MINUTES:

Amendments: **Page 2**, under Director's report, second paragraph, ninth line, "90 prints per month" should read "90 points per month". Fourteenth line, "Recorded Books" should be capitalized. Add: Janet also stated that this company's packaging was another consideration. Fifteenth line, change to read: "They do replace the first set for free and after that they are \$6.00 each". The sale by McNaughton is held twice per year and it is \$3.00 per title. Eliminate last sentence.

Page 3, second paragraph, "B. Griffin moved to approve GMILCS policy" should be changed to read: "B. Griffin moved to approve participation in the Common Borrower's Card".

New Business, overdue books – it was a procedure as opposed to a policy.

Page 5, second paragraph, third line change "assessable" to "accessible". Last sentence; change "appraised" to "apprised". Next to last sentence, "there is no working station in Pinardville" should be changed to read: "work station in Pinardville".

Page 1, under approval of May 20 minutes, page 3 should read: "Mark Choquette recommended we contact Dick Coughlin to see if he would be willing to do the work for the water bubbler at no charge".

K. Rose moved, seconded by C. Ball to approve the minutes as amended. Vote: 3-in favor, 0-opposed, 1-abstained. Motion carried.

APPROVAL OF NON-PUBLIC MINUTES OF JUNE 17, 1998:

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

TREASURER'S REPORT:

Cathy distributed the Treasurer's Report to the Board.

Starting August 6, the Town is changing their pay day from Wednesday to Thursday. Forty percent of the budget is remaining after the first six months. The Board is currently paying the salary for two directors. If the Arbitrator does not render a decision until August 17, approximately \$12,852 will have been paid out for salary and benefits for Janet Bartels. The former director received a 2% increase as of July 1 with all other Town employees.

Cathy stated that more time is needed for the staff to develop the programs for the library. Many of the staff members are working at home on developing programs. This time needs to be built into the budget for next year. The staffing and hours will need to be reviewed for the remainder of the year. Cathy will meet with Janet Sherwood and report back to the Board next month.

Cathy has taken a preliminary look at the number of floors, having someone on each floor, someone at the circulation desk, in addition to a person in the children's area. Cathy also looked at sufficient lunch coverage. Including Saturday hours, there is a total of 230 work hours per week. Pinarville may require 35 hours of coverage. If you divide 265 work hours of coverage by 40 hours per person, that comes out to 6.625 full time people. We only have 5.5 full time employees with the Kelly Services person. The staff is down approximately 55 hours per week as far as sufficient coverage. Cathy also reported that the rent for the Pinarville Branch is being taken from the repairs and utilities line item. Cathy recommended that a few lines be added to next year's budget.

Janet also reported that they have been having numerous problems with the copy machine. Cathy also reported that there is a charge on the telephone bill for \$60.07 for the dedicated fax machine. There is a need for an additional telephone line.

The Board also reviewed a report of the breakdown of Trustee monies. The Building and Renovation account is with the Bank of NH. The checking and fines accounts are with Citizen's Bank.

The Board will also receive a report of donations and gifts each month from the Finance Director. Cathy also reported that a check was received for the Trust Funds that she was not sure of the source. There is a file at the Town Hall concerning the Trust Funds. Ken will review this material and report back to the Board.

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

LSCA FUNDS:

Janet reported that these funds must be spent by September. They have been encumbered in the amount of \$3,666. Terry Pare reviewed the requirements of the grant. The Board suggested they may want to request an extension from the State of NH.

DIRECTOR'S REPORT:

Janet distributed her report to the Board. The library has been very busy. Many books, magazines and newspapers have been disposed of. Carolyn did send copies to all Board members of a letter sent to Janet from McNaughton concerning a credit of approximately \$10,000. Janet proposed the library prepay the lease for 1999 with some of the credit and upgrade to a ceiling of \$29.00 per title. By prepaying this bill, there will be a savings of 2%. The remainder would go into the Brodart Account as a credit instead of committing to an audio lease. Janet felt that the audio collection is inadequate. Janet felt the collections needs to be weeded, cleaned and rebound. A book sale will be held shortly. A total of 300 books have been sent back to McNaughton. There were books at the Branch Library that had been there for five to six years that have not been checked out for two years.

Janet also expressed her opinion that the Trustees should ask the Budget Committee for additional monies to complete the renovation of the library. There needs to be reconstruction on the first floor to reorganize the circulation area for adequate work space for the person working behind the desk. Some ready reference material should be housed on the first floor. There should also be an office there for the director; magazines and newspapers should be available there. Carolyn felt a plan should be established first. Carolyn will ask Gary Meehan to provide the Board with an estimate. Cathy suggested that Brian McLaughlin be included in a sub-committee.

The Board also discussed the fact that the children's furniture and ergonomically designed chairs must be purchased by September.

Carolyn reported that she has received wonderful comments on Janet Sherwood. She thanked Janet for her hard work.

OVERDUE BOOKS/LOST BOOK PROCEDURE:

Janet will work further with the staff on new procedures and report back to the Board at the next meeting.

DOOR COUNTER:

Cathy will purchase this item.

C.I.P. REQUEST:

This meeting was rescheduled to July 29. Ken will contact Barbara to work on this request. Ken will submit this request to Carolyn in writing by July 25.

TECHNOLOGY ASSESSMENT:

Terry Pare reported that GMILCS did pass their budget. A one day grace period has been established. Whatever library collects the overdue fine on the common borrower's card keeps the money. The library discovered there is a dumb terminal being repaired and a brand new PC waiting to be delivered at A.C.T. Both of them have been picked up. The PC is intended for Pinardville.

Terry outlined the various options for an additional phone line for Pinardville for this computer. The Board decided to wait one month before installing the computer at Pinardville. Terry also reported that new software is needed for GMILCS. She will download this software and install it on a Saturday. Terry provided the Board with a draft Technology Plan. Terry requested that a staff member and a member of the Board of Trustees be appointed to a sub-committee to work with Terry on finalizing this plan.

The Board thanked Terry for all her hard work.

BOOK SALE:

Janet will contact the Friends of the Library concerning a date for this sale.

NEW LIBRARY CARDS:

Janet suggested the library implement new plastic library cards. The cost would be approximately \$1,700. Janet will find out if Brodart sells library cards.

B. Exner moved, seconded by K. Rose to authorize the Director to pre-pay the 1999 bill to Brodart using monies from the credit. Voted unanimously in the affirmative.

NEXT MEETING:

The next meeting of the Library Trustees will be held on Tuesday, August 25, 1998.

CONTINUING OF BINDING ARBITRATION:

Future dates have been scheduled for Wednesday, August 5; Monday, August 10 and Friday, August 14.

NON-PUBLIC SESSION:

K. Rose moved, seconded by B. Exner to enter non-public session under RSA 91A-II (a). A roll call vote was taken with all members voting in the affirmative.

At 10:43 p.m. M. Choquette moved, seconded by B. Exner to return to public session. A roll call vote was taken with all members voting in the affirmative.

M. Choquette moved, seconded by K. Rose to adjourn the meeting. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL