

**LIBRARY TRUSTEE
MINUTES**

AUGUST 25, 1998

PRESENT: Carolyn Benthien (Chair), Cathy Ball, Mark Choquette, Ricci Allard, Bill Exner, Ken Rose and Barbara Griffin. Also present was Janet Sherwood, Acting Library Director.

Chairman Benthien called the meeting to order at 7:10 p.m.

APPROVAL OF MINUTES OF JULY 15, 1998

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

TREASURER'S REPORT:

Cathy Ball met with Maureen McLean to correct and adjust the staff matrix with current figures. In the future, the Board will give written consent for any staff salary changes. Cathy Ball reviewed the salary projections for 1999. The Board also reviewed the hours of operation and the staffing plan proposal. Janet Sherwood discussed the need for items to be bar-coded. It was suggested that volunteers be sought from Court Diversion, GHS and the Boy Scouts. Janet will contact Sue Desruisseaux.

OLD BUSINESS:

Rent for Pinardville Branch:

B. Griffin moved, seconded by B. Exner to authorize the payment of rent to the PCA in the amount of \$650 per month beginning April 1998. Vote: 6-in favor, 1-opposed. Motion carried.

PSNH:

Mark reported that PSNH is willing to pay up to 35% of the lighting needs. They recommend changing many of the lights. Mark will work with NU-Wave and Janet to review PSNH's suggestion and devise a plan. Mark recommended that the Board change over to the electronic ballast.

NEW BUSINESS:

Community Meetings:

The Library Trustees will hold community forums on the following dates:

September 23 – main library

October 1 – branch

Memory Bank:

Doug Gove's book, Memory Bank is currently for sale at various businesses in the community. Carolyn suggested Doug be invited to the library for a book signing.

INTERIM DIRECTOR'S REPORT:

Job Descriptions:

Janet reviewed the job descriptions for page, aide and library assistant.

B. Griffin moved, seconded by M. Choquette to approve the job descriptions as presented by Janet Sherwood. Voted unanimously in the affirmative.

Janet reviewed a list of suggested purchases with the Board. She stated that workspace is needed. Janet suggested cabinets be installed in the meeting room. She will obtain a price. Keyboard draws are needed. Janet also suggested that the double doors on the second floor be removed. Janet suggested the carpets be cleaned. Mark suggested that runners be installed. Janet suggested that the book display table be removed. The Board stated that this table would be given to the Historical Society. Janet also stated that the large piece of furniture on the third floor currently being used for newspapers be removed. Cathy spoke with Eleanor Porritt regarding the value of these items. Eleanor suggested that Carroll Berg be contacted to find out if these items have any value.

The following purchases were discussed:

1. Magazine display for children's room. – grant monies will be used.
2. Two paper book spinners – grant monies will be used.
3. 8-10 pneumatic task chairs – Sidore Grant.
4. Two pads to cover carpet for chairs – Sidore Grant.
5. Three keyboard drawers – approved.
6. One laser bar code scanner.
7. Bookshelves.
8. Storage unit for third floor meeting room – Janet will obtain a price.

Janet suggested that two employees attend the NE Library Association Conference in Providence, RI on October 4-6. The cost is \$150 plus \$80.00 per night for the hotel. The Board approved this item. The Board asked that Rose and Marsha report on this conference at the October Board meeting.

The card catalogue unit will be moved to the third floor. The removal of the doors on the second floor will be deferred until the next Board meeting.

Janet reported there is a problem with the air conditioning system. The system needs an upgrade. Janet was instructed to obtain a complete set of as-built drawings.

Barbara and Cathy will prepare the proposed budget for 1999. **M. Choquette moved, seconded by B. Exner to authorize Barbara Griffin and Cathy Ball to submit a preliminary budget for 1999 to the Board of Selectmen. Voted unanimously in the affirmative.**

Janet will provide the Board with the GMILCS usage report.

Janet will follow-up with Honeywell concerning the purchase of a door counter.

Carolyn will contact Terry Pare concerning the computer system recommendations.

Mark suggested that thank you letters be sent to all of the people who worked at the book sale.

OTHER BUSINESS:

C.I.P.:

Barbara Griffin and Ken Rose attended the CIP meeting and presented a proposal for a 3,500 SF building in Pinardville at a cost of \$420,000 for the year 2000.

Search for New Director:

The following individuals were appointed to serve on the search committee: Carolyn Benthien, Cathy Ball, Bill Exner, a member of the Friends of the Library, possibly a parent and Brian McLaughlin.

APPROVAL OF MINUTES OF AUGUST 11, 1998:

Amendments: Page 1, George Fullerton and Steve Choquette were also in attendance at this meeting. "There is a shortage of staff hours" should be changed to read: "There is a shortage of staff to cover all necessary hours". Third paragraph from the bottom of the page after library aides, add "or library assistants".

M. Choquette moved to approve the minutes as amended, seconded by B. Exner.

Vote: 6-in favor, 0-opposed, 1-abstained. Motion carried.

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

B. Griffin moved, seconded by M. Choquette to enter non-public session at 10:03 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 10:09 p.m. A roll call vote was taken with all members voting in the affirmative.

K. Rose moved, seconded by B. Griffin to adjourn the meeting at 10:09 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

INVOICE:

Library Trustee Meeting Minutes
August 25, 1998

6 hours @ \$11.00 per hour.....66.00

Jo Ann D'Avanza
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