

**LIBRARY TRUSTEES MEETING
MINUTES**

JANUARY 20, 1999

PRESENT: Cathy Ball (Vice-Chair), Barbara Griffin, Mark Choquette, Ken Rose and Bill Exner. Also present was Dianne Hathaway, Library Director, and George Fullerton, Budget Committee rep.

C. Ball called the meeting to order.

APPROVAL OF MINUTES OF DECEMBER 16, 1999:

M. Choquette moved, seconded by K. Rose to approve the minutes as presented.

Vote: 4-in favor, 0-opposed, 1-abstained (B. Griffin). Motion carried.

TREASURER'S REPORT:

Cathy reported there are problems at the Town Hall concerning the close-out of the 1998 budget. The computer consultant is trying to resolve the situation. All bills were paid for 1998. The only funds encumbered were \$184.00 for a book vendor. There will be about \$100-\$200 unexpended from the Library's budget.

Carolyn will send a letter to the Finance Department authorizing Dianne to sign all invoices.

DIRECTOR'S REPORT:

Dianne reported that the staff has been wonderful. The public has been in to meet the new Director. Most patrons are asking when the Library will return to the previous hours of operation.

Ken Rose suggested that the job descriptions for all employees be reviewed.

Marsha and Dianne spent time working on the dynix system. The multiplexor is damaged. Another multiplexor is on loan from GMILCS until it is replaced. They also spent many hours reviewing the circulation system. They are working toward circulating everything through dynix. The staff now has access to the system.

Dianne also attended several meetings this month.

The Library has been invited to participate in Earth Day activities.

Dianne would like to hold an open house on April 11 for National Library Week. This item will be discussed further at the February Board meeting. Dianne also suggested that February be declared "fine-free". In lieu of fines, people would pay with non-perishable items, which would be donated to the food pantry.

B. Griffin moved, seconded by M. Choquette to establish "Fine Free February" as recommended by the Director. Voted unanimously in the affirmative.

Cathy suggested that all programs be reviewed and the Board determine which programs should continue. Dianne reported that the patrons are looking for book discussion groups. The Humanities Council Program will be held in the fall. Another idea is a workshop for self-employed people.

The Goffstown News is interested in having a weekly column devoted to Library activities.

Dianne distributed and reviewed library statistics with the Board.

UNFINISHED BUSINESS:

Policy Manuel Revisions - No report.

GMILCS - The Board had previously appointed Terry Pare as their representative to GMILCS. Dianne will now replace Terry as the Goffstown Library GMILCS representative.

K. Rose moved, seconded by M. Choquette to extend appreciation to Terry Pare for the time and effort she has put in as the GMILCS representative as she steps down, and along with that we designate our current Director, Dianne Hathaway, to be our representative to GMILCS. Voted unanimously in the affirmative.

Staff and Volunteer Appreciation Breakfast - The Board members thanked Bill and Marsha for organizing this event. They also thanked Mark for the delicious food.

Building Issues - Copper flashing fell off the roof today. Mark suggested a contractor repair this problem in the spring. Bill suggested that the insurance company be notified.

Mark reported that a rebate check was received from PSNH in the amount of \$849.00. Mark stated that PSNH determined that the bill received from the vendor for the work completed on the first floor for the lighting project was 1/3 higher than it should have been.

A proposal will be forthcoming from KSD Wood Products for repair of the original front doors. Another proposal will also be submitted for replacement of these doors. Mark stated that the original doors should be restored.

Mark reported that the Town obtains their salt supply used on the walkways from True Value Hardware. The Library can also obtain this product from the same supplier.

The air conditioning repairs will be discussed further after the budget is approved.

There has been no money allocated in the budget for a security system.

Money has been provided for seasonal runners. These runners will be used from November through the end of March.

The counter tops and cabinets for the conference room have been put on hold.

Bill reported that a resident might be willing to donate shades for the large windows. Cathy reported that all donated items must be publicly acknowledged by the Board at a meeting. Barbara thought that a public hearing might also be required.

NEW BUSINESS:

The following Library Trustees' terms expire in March -

Cathy Ball, Ricci Allard and Mark Choquette.

February 1, 1999 - School Deliberative Session

February 3, 1999 - Town Deliberative Session.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL

INVOICE:

Library Trustees Meeting
January 20, 1999

4.5 hours @ \$11.00 per hour.....\$49.50

Jo Ann D'Avanza
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