

**UNOFFICIAL
AS OF 10/26/99**

**LIBRARY TRUSTEE
MINUTES**

OCTOBER 20, 1999

PRESENT: Carolyn Benthien (Chair), Terry Pare, Russ Vanderhorst, Ken Rose and Barbara Griffin (arrived at 7:43 p.m.). Also present was Dianne Hathaway, Library Director.

Excused: Mark Choquette and Bill Exner.

Also Present: George Fullerton, Robbie Grady and Kathy St. Jean.

Chairman Benthien called the meeting to order at 7:06 p.m.

APPROVAL OF MINUTES OF AUGUST 24, 1999:

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

A discussion ensued concerning the procedure for releasing unofficial minutes. The Board felt it was beneficial to release the minutes as "unofficial" and then make corrections to the "official set" before distributing them to other boards.

APPROVAL OF MINUTES OF OCTOBER 7, 1999:

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

TREASURER'S REPORT:

Dianne noted that the report was incomplete. The Finance Department did not furnish the report for the Trustees' account.

T. Pare moved, seconded by K. Vanderhorst to accept the Treasurer's Report as presented. Vote: 3-in favor, 1-opposed. Motion carried.

DIRECTOR'S REPORT:

Trustee Evening, Bedford Library - The Board received an invitation to a meeting at the Bedford Public Library on November 3, 1999 with Michael York, State Librarian.

Statistics for September - The Board reviewed the statistics report. A discussion ensued regarding the possibility of having a school bus drop the children off at the library for after school programs. Terry advised that they did provide a bus to drop the Bartlett students at the branch library and only three children took advantage of this service this year. Dianne reported that the library is having a difficult time getting the older children to participate in the reading programs. Thirteen children signed up for the Thursday night program at the branch and only three children showed up for the first session and six for the second session. On October 9 (Saturday), the branch was open for three hours and had only one patron in the library that day. The participation for the adult programming at the main library has been successful.

Web Page - The Web Page should be connected so that all links are listed.

Elevator - The elevator had problems last week with the relay switches. This has been repaired.

Fire System - The fire enunciator has been replaced at a cost of \$675.00.

Window Shades - The shades have been installed on the second floor.

Air Conditioning - Mark and Dianne spoke with 4-5 vendors and only received two proposals: 1) Central Aire; 2) Precision Mechanical Contractors. Mark, Carl Quiram and Gary Meehan will review the proposals further.

UNFINISHED BUSINESS:

Strategic Plan - The draft of this plan was reviewed by the Board in July. Carolyn compiled all of the comments and developed a proposed Vision Statement, Mission Statement and Strategic Goals.

At this time Barbara Griffin arrived at the meeting.

Vision Statement

The Goffstown Public Library will be a financially stable, multifunctional, intergenerational community resource center providing accessible services and friendly assistance to all clientele.

Mission Statement

The Goffstown Public Library offers access to quality educational, literary, technological and professional materials and programs to assist community residents of all ages in meeting their personal, educational and professional informational needs.

Strategic Goals: 1999-2002

- I. Develop the organizational capacity to support the mission of the Goffstown Public Library.
- II. Develop and implement a three-year plan to enhance the collection development and programming needs of the library.
- III. Create opportunities for partnerships/collaborative efforts to further the mission of the library.
- IV. Develop and implement a public relations/communications plan to position the library proactively in the community.

R. Vanderhorst moved, seconded by T. Pare to accept the proposal as outlined above. Voted unanimously in the affirmative.

The Board asked Dianne to post the Mission Statement and Vision Statement throughout the library.

2000 Budget - Dianne and Terry presented the budget before the Board of Selectmen this week. The Trustees will meet again with the Selectmen on Friday evening at 6 p.m.

Pinardville Lease - Dianne reported that she spoke with the landlord for the branch library. He is willing to work with the Trustees to allow the library to rent month by month until March 2000. The rent will increase to \$700 per month beginning January 1, 2000.

NEW BUSINESS:

Main Street Program Robbie Grady and Kathy St. Jean

Robbie gave an overview of the history of the Main Street Program. The elements contained in the program are: Design, Organization, Promotion and Economic Restructuring.

The Design Team's mission is to enhance the downtown and improve the quality of life for the residents, while making the place look good. They would like to focus on education concerning good design. They will be conducting workshops, and to make sure the Town has a good sense of the architect and the history of the Town itself by doing publicity about historical things in Town. They will provide assistance to property owners. They will be working on a set of guidelines. They already have nine properties that have asked for assistance. At some point, they will offer matching grants to property owners. The planning group is looking at the public properties. They will take an advocacy position with the Town. The planning team is looking at: researching cable and utility lines, municipal signage, sidewalks and empty store fronts. The Organization Committee will have a newsletter, and volunteers are working on a Web Site. The Promotions Committee will stage events downtown.

They will hold a celebration on The Common on October 24. Halloween will be celebrated on October 31. Christmas on the Common will be celebrated on December 4. They are developing a registry of artists. The Economic Restructuring Committee is looking at strengthening the businesses that exist downtown by providing Business Visitations or by providing low cost or free training to business people. They will help businesses with recruiting needs. The second goal is to recruit businesses into the district where there are vacancies.

Robbie stated that the life span should go on forever if it is done right. The program was funded initially by pledges for three years. NH Main Street Program is three years old. There are 12 communities in the NH Main Street Program.

Robbie asked the Board what the Main Street Program could do for the library. The Board responded that they are in the process of developing a plan for signage in the front of the building and could use help with this. The Board also asked for help with a landscaping plan.

Robbie also explained that a team would be visiting Goffstown next week. They will be meeting with Town officials, business owners, civic leaders, etc. The team will write a preliminary report, which they will give on Wednesday, October 27 at 12 p.m. at Stark Hall. Six weeks later, they will present us with a 40-page report.

Carolyn thanked Robbie and Kathy for their in-depth presentation.

B. Griffin moved, seconded by T. Pare to adjourn the meeting at 9:44 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza