

**UNOFFICIAL
AS OF 01/20/00**

**LIBRARY TRUSTEE
MINUTES**

JANUARY 19, 2000

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

Excused: Mark Choquette and Bill Exner.

Chairman Benthien called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES OF DECEMBER 15, 1999:

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

TREASURER'S REPORT:

Dianne noted that the books for 1999 have been closed. However, there are still changes to be made. There were a few errors on the restricted funds account. This will affect the balance in the checking account. The Finance Director is not sure which funds are included in the Trustee of the Trust Fund line. Dianne will discuss this further with Cathy Ball.

Ken Rose briefly reviewed the stocks. He suggested a brokerage account be established. This will be discussed further at the next meeting.

The Library is returning approximately \$24,000 to the general fund. Dianne prepared a report explaining why there was an excessive amount remaining in the salary line.

T. Pare moved, seconded by B. Griffin to accept the Treasurer's Report. Voted unanimously in the affirmative.

R. Vanderhorst moved, seconded by T. Pare to take the cash from nine shares of stock due to the merger of Dominicon Resources and place it in a restricted account. Voted unanimously in the affirmative. Ken Rose abstained.

DIRECTOR'S REPORT:

Goals 2000 – Dianne provided the Board with her goals for this year. The job description for the Assistant Director will be brought to the Board for review and approval at their next meeting. Dianne will then begin the search for an Assistant Director.

Important Dates – Town Deliberative Session – February 9
Sign up for Re-election – January 26 through February 4.

Holiday Schedule - The holiday schedule was distributed to the Board. These holidays are based on the Town's holidays and the Personnel Policy.

R. Vanderhorst moved, seconded by T. Pare to approve the amended holiday schedule as presented. Voted unanimously in the affirmative.

Old Equipment – B. Griffin moved, seconded by T. Pare to authorize the Director to dispose of the old equipment as she deems fit. Voted unanimously in the affirmative.

New Library Assistant – Sandy Whipple has been hired as the new library assistant.

Page Resignation – One of the pages has resigned due to a conflict in her schedule.

Maintenance – The roof has been repaired. The new garbage can arrived today. Parks and Rec has a groundskeeper who may be able to do snow shoveling, etc. for the library.

Statistics – The monthly statistics were reviewed.

UNFINISHED BUSINESS:

2000 Budget – The salary line is \$1,200 short.

R. Vanderhorst moved, seconded by T. Pare to accept the Budget Committee's budget. Voted unanimously in the affirmative.

Pinardville Branch – The Board has not received any calls, letters or e-mail, nor were there any comments at the public hearing concerning the possible closure of the branch.

R. Vanderhorst moved, seconded by T. Pare to close the branch library in Pinardville to the public effective February 29, 2000 and vacate the premises by March 31, 2000. Voted unanimously in the affirmative.

Newsletter – Dianne is continuing with her work on the newsletter.

Logo Design – Dianne Hathaway will send Diane Ryan a copy of the mission statement. The Board suggested using "GPL" with a contemporary look, or maybe using the building with an angle view in order to see the new entrance.

NEW BUSINESS:

Manchester Area Regional Foundation – Carolyn reported that this organization has just been established. Carolyn suggested that Barbara and Carolyn meet with the attorney to discuss the establishment of a foundation.

B. Griffin moved, seconded by T. Pare to adjourn the meeting at 8:32 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza