

**UNOFFICIAL  
AS OF 02/18/00**

**LIBRARY TRUSTEE  
MINUTES**

**FEBRUARY 15, 2000**

**PRESENT:** Carolyn Benthien (Chair), Ken Rose, Bill Exner and Barbara Griffin. Also present was Dianne Hathaway, Library Director.

Chairman Benthien called the meeting to order at 7:14 p.m.

**APPROVAL OF MINUTES OF JANUARY 19, 2000:**

**B. Griffin moved, seconded by K. Rose to approve the minutes as presented. Voted unanimously in the affirmative.**

**TREASURER'S REPORT:**

Dianne noted that there was no monthly budget report due to the year-end closing. The Board reviewed the accounts and trust information. The trust funds need further review.

**DIRECTOR'S REPORT:**

**Pinardville Branch** – The branch will be closing on February 25, 2000. Programming will begin at Bartlett School on March 6, 2000 for pre-school and after school programs. The book drop will remain at the branch location until March 2000.

**Eagle Scout** – A proposal was received from an Eagle Scout to build a new sign for the Library. The Board felt this was premature at this time.

**Upcoming Meetings** – Dianne will attend the next meeting of the Pinardville Business Association. Dianne, Sue and Carl will attend the NHMA Performance Evaluation Workshop on March 21, 2000. The Public Library Association Conference is scheduled for March 29 through April 1, 2000 in Charlotte, NC.

**GMILCS** – Dianne explained that the acquisition module allows ordering through Dynix. The software licensing-receipt printers cost \$275 each. The Board will purchase the licensing this year. The printers will be purchased next week. Tom Corbin, Systems Administrator for Dynix will be at each library for three hours per month.

**Resignation** – Mark Purington has resigned. He is relocating to Virginia.

**Monthly Statistics** – The monthly statistics were reviewed.

**Goffstown Bookends** – This information was provided in the Boards' packet.

**Miscellaneous –**

A census person will be at the Library from March 13 through April 10 to assist people fill out the census form.

Dianne reported that the E-Rate Form 486 #2 has been submitted.

The March calendar was distributed.

The Library Wage Rate Comparison was distributed.

There was a frozen pipe found in the library on Monday, February 14. The Water Precinct assisted with this problem. They ran out of oil this month one day before the scheduled delivery.

**UNFINISHED BUSINESS:**

**Review of Stocks –** Ken did have an opportunity to review this material. He felt some of the stocks were worthless, such as Bank East. He tried to estimate approximately \$22,000 to \$25,000, but some may be duplicate or replacements. Stocks should go into a brokerage account. Dianne will contact Cathy Ball to get access to the safe deposit box. The Board will discuss this issue further next month.

Ken Rose left the meeting at this time.

**Logo Design –** The Board felt that they needed something that can be easily reproduced. They reviewed a memo from Diane Ryan, dated February 9, 2000. Dianne was instructed to meet with Diane Ryan for the purpose of obtaining further information.

**Trustee Elections –** The Board gave their deepest and sincere appreciation to Bill Exner for his help over the past three years.

Barbara Totherow is running for election for Library Trustee.

**NEW BUSINESS:**

**Job Description, Assistant Director –** The draft job description was reviewed. Dianne will also ask the Town Administrator and Terry Pare to review this job description. The Board will approve this document at their next meeting.

**B. Griffin moved, seconded by B. Exner to adjourn the meeting at 8:20 p.m. So voted.**

Respectfully submitted,

Jo Ann D'Avanza