

**OFFICIAL
AS OF 10/16/00**

**LIBRARY TRUSTEE
MINUTES**

SEPTEMBER 20, 2000

PRESENT: Carolyn Benthien (Chair), Ken Rose, Barbara Griffin, Mark Choquette and Barbara Totherow. Also present was Dianne Hathaway, Library Director and Amy Richardson, Assistant Director.

Also Present: George Fullerton.

Chairman Benthien called the meeting to order at 7:15 p.m.

APPROVAL OF MINUTES OF AUGUST, 2000:

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

PRESENTATION BY HELEN GOODMAN:

C. Benthien stated that one of her goals, as a Trustee, is to ensure the financial stability of the library. Carolyn had looked into the possibility of creating a separate 5013C foundation for the Library. It is a time consuming process. This would add additional management responsibility for the Executive Director and the Board. In the meantime, Carolyn was asked to serve on the Planning Committee of the Regional Foundation. It is now an established foundation. It is primarily for the Manchester area/ region. Carolyn asked Helen to speak with the Board about creating a permanent fund for the library through this foundation.

Helen Goodman: The NHCF Foundation is made up of large donor funds and distributed out to the charities that those donors care about, of which the Manchester Area Regional Foundation is a division. There are 500 Foundations in the country. NH Charity Foundation is one of those 500. We rank 37 in terms of size. We have \$220 million in assets. There are over 1000 funds, which have been put together from all of these different donors and organizations in NH. There is a \$10,000 minimum requirement to participate. There is a voluntary investment committee in place that works closely with the Board. It is a balanced portfolio for different types of assets. Professional money managers are hired. They are monitored and if they do not do well, they are replaced. The fees range from 1-1.1% for administrative fees. .6 to .8% is charged for the money managers that we contract with to manage the assets. The total fee is 1.7 to 1.9%.

The Board decided that they would invite a representative from Fidelity to their next Board meeting.

TREASURER'S REPORT:

The proposed revised budget for 2001 was provided to the Board. The budget presentation for the library is scheduled for Monday, September 25 with the Board of Selectmen.

A memo was distributed regarding the contents of the safe deposit box.

DIRECTOR'S REPORT:

Plaque from PSNH –

Carolyn displayed a plaque received from PSNH regarding the library's participation in the energy savings program. Monies will be made available to towns at the end of the year for the purpose of continuing this program.

Building Issues –

A piece of the decorative trim from the third floor fell off this week. This has been repaired. The hot water heater was replaced. A letter concerning the evaluation of the air conditioning system was distributed to the Board. The parking lot will be sealed and stripped this weekend.

Town Report Photos –

Photos will be taken on October 17 (next Board meeting).

New Library Cards –

New library cards are now available.

Resignation –

Paula has resigned. She will be working full-time for the school district. A Library Assistant was hired today.

Newsletter Contest –

The Board will review the suggested names at their next meeting. Each Board member will submit three choices.

Data Base –

Usage statistics can now be accessed through Pro-Quest. A bulk of searches have also been purchased for staff use.

August Statistics –

The August statistics were reviewed. They continue to be very high.

Book-End Column –

Dianne's column was distributed to the Board.

E-Rate –

The E-Rate form was filed electronically this year.

UNFINISHED BUSINESS:

Goals and Objectives –

The goals and objectives were distributed. They will be discussed t the next meeting.

PUBLIC COMMENTS:

There were no comments from the public.

B. Griffin moved, seconded by M. Choquette to adjourn the meeting at 9:10 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza

**THE NEXT MEETING IS
SCHEDULED FOR
TUESDAY, OCTOBER 17**