

**UNOFFICIAL
AS OF 11/14/00**

**LIBRARY TRUSTEE
MINUTES**

OCTOBER 17, 2000

Present: Carolyn Benthien (Chair), Ken Rose, Barbara Totherow, Russ Vander Horst, Terry Pare, Mark Choquette (arrived late).

Also present: Dianne Hathaway, Library Director and Amy Lapointe, Assistant Director and George Fullerton, Budget Committee representative.

Chairman Benthien called the meeting to order at 7:05.

Approval of Minutes of September Meeting:

Unanimous vote to approve the minutes with C. Benthien's amendments (see attached).

Treasurer's Report:

D. Hathaway distributed copies of the Trustees Restricted Funds report and both the short and long version of the Town of Goffstown Expenditure Report. It was agreed that the Restricted Funds report is not easy to understand or to use.

Director's Report:

Budget-

Dianne said that the deliberations would be held on Monday, Oct. 23 and Monday, Oct. 30.

George pointed out that the Selectman doesn't have the power to change the budget.

Barbara T. said that Dianne did a beautiful job of presenting the budget.

Dianne said that the Trustees don't need to feel obligated to attend the deliberations.

Terry added that really a Trustee should be there as it is the Trustee's budget.

Carolyn added that Barbara G. will be there and can serve a dual role of Selectman and Trustee.

Building-

The parking lot has been sealed and striped.

Reference-

Dianne and Amy have begun evaluating and weeding the reference collection.

Carolyn asked how the decision to deselect is made.

Dianne explained that the main criteria of this weeding have been age and balance (in terms of subject matter).

Staff-

Dianne pointed out that next Monday (10/23) will be the first time since May that the library will be fully staffed.

Name the Newsletter-

Carolyn decided that because naming the newsletter is not really a policy matter, she would just pass around the list of potential names and each Trustee could mark their top 3 choices. Then, the library staff could evaluate the responses and select the name.

September Statistics-

Dianne pointed out that Pro-Quest usage statistics are not included because of a technical glitch. She will add them when they become available.

Dianne explained that it is normal for September circulation to be lower than the summertime circulation and it is not cause for alarm.

Russ asked about the drop in the number of cardholders from last year. Dianne explained that in the last year, patrons without a barcode (those that had not checked out any library materials in reasonable period of time) were expunged from the system to create a "cleaner" database.

October Happenings-

Amy reported that they Babysitter's Training Course went very well and will be repeated in early November to accommodate the waiting list.

The Ski & Skate Sale (sponsored by the Friends of the Library) did not go as well or raise as much money as was hoped. Because it is a very labor-intensive undertaking and did not raise much money, the friends might decide to not repeat the event next year.

The Friends of the Library's monthly meeting is next Tuesday (10/24) and they would like to see a Trustee attend. Russ said that he would try, dependant upon his work schedule.

Unfinished Business:

Goals 1999-2003 –

The Trustees developed five strategic goals at their Board retreat. The Board reviewed these goals and discussed how they can retain staff at the library. Terry Pare suggested that a sub-committee be formed to elaborate on these goals and present a long-range plan to the Board. Carolyn also suggested that a representative from the library speak with every service club during the year. A subcommittee will be formed consisting of one Trustee, one rep from the Friends of the Library, one member of the staff and the Director. This subcommittee will review the goals and bring them back to the Board in the form of written strategies with a timetable. This issue will be discussed further at the December Board meeting.

Stocks – The Board further discussed the issue of transferring their stocks. The worth of the Trustee’s stocks as of August 28, 2000 was \$92,170.70. Carolyn stated that she is on the Board of Directors of the NH Charitable Foundation Manchester Region. If the library transferred their stocks, the stocks would be sold immediately and the money would be pooled. The Library would receive quarterly payments. This would build a permanent endowment for the Library without using any Town funds.

A lengthy discussion ensued concerning this matter.

B. Totherow moved, seconded by T. Pare to transfer present stocks to the NH Charitable Foundation Manchester Region.

Mark and Russ both felt there needed to be more research conducted on the Trustees’ stocks as to whether they are truly restricted.

**Vote: 3-in favor, 0-opposed, 3-abstained (C. Benthien, K. Rose and M. Choquette).
Motion carried.**

New Business:

Mark will obtain information concerning educational children’s program on CD Rom’s.

Meeting adjourned.

Respectfully submitted,

Jo Ann D’Avanza