

**OFFICIAL
AS OF 01/06/01**

**LIBRARY TRUSTEE
MINUTES**

DECEMBER 20, 2000

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

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

APPROVAL OF MINUTES OF OCTOBER, 2000:

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

TREASURER'S REPORT:

Dianne advised the Board that the Finance Director has resigned, and Janice O'Connell has been appointed as the new Finance Director.

The monthly expense report was reviewed. Approximately \$40,000 will be returned to the general fund.

DIRECTOR'S REPORT:

Outreach –

Amy has made contact with the prison officials and will be providing books to the women's prison beginning in January.

Directory –

Amy also reported that she has begun to compile information for a new directory consisting of all organizations in Town.

Annual Report –

The deadline for submission to the Annual Report is January 5, 2001. Carolyn will submit the Trustee's information to Dianne.

Thank You Book –

Dianne updated the Board on a proposal she received concerning the development of a Thank You Book. Barbara Tothorow will coordinate this project with Dianne. The book will include all donors beginning with the renovation project.

Taxpayers Association Meeting –

The department heads have been invited to attend the Taxpayers Association meeting of January 17, 2001.

Fine Free February –

The Board agreed to continue with this practice for the month of February 2001.

Inclement Weather Closings –

The Board agreed to leave this matter up to the Director's discretion.

Main Street Design Team –

Dianne distributed a plot plan for the landscaping proposed for the library. The Main Street Design Team has been busy planning these changes. The Board will review this proposal at their next meeting.

Resignations –

Dianne received two resignations; one full-time and one part-time. These positions have been advertised. The search closes at the end of the week and only one application has been received. The library is not offering a very competitive wage and they are asking people to work until 8 p.m. and on Saturdays.

Holiday Schedule –

R. Vanderhorst moved, seconded by M. Choquette to approve the 2001 holiday schedule as amended (change New Year's Eve to a Saturday schedule). Voted unanimously in the affirmative.

WEB Page –

The library's Web page is up and running. Amy has done a terrific job!

November and December Statistics –

The monthly statistics were reviewed.

January 2001 Programming Calendar and Bookends Column –

The calendar and the newspaper column were distributed to the Board members.

UNFINISHED BUSINESS:

Update on Presentation to the Budget Committee –

Carolyn updated the Board on the presentation, which went very well.

Strategic Goals –

Terry Pare reported that the sub-committee has met and they expect to have a report to the Trustees by February.

Newsletter –

Dianne informed the Board that the name for the newsletter would be “Between the Lines”.

Stocks –

Carolyn reported that the stocks have been turned over to the NH Charitable Foundation. In order for them to be sold, there needs to be a resolution form signed. All of the forms need to be notarized.

K. Rose moved, seconded by T. Pare to authorize Barbara Griffin to sign the corporation resolutions for the stocks. Voted unanimously in the affirmative.

T. Pare moved, seconded by K. Rose to adopt a resolution that Dianne Hathaway, Library Director, shall be authorized to sign contracts, execute deeds and public documents on behalf of the Goffstown Public Library. Voted unanimously in the affirmative.

Friends of the Library Meeting –

Russ Vanderhorst attended the last meeting. The Friends would like the Board to suggest activities that they can participate in. Once the strategic goals are adopted, a list of items will be forwarded to the Friends. A presentation of NH history through Art will be held on February 20, 2001 at 6:30 p.m. at the library.

PUBLIC COMMENTS:

There were no comments from the public.

OTHER BUSINESS:

Friends of Greenway –

Mark reported that the Friends of Greenway are looking for community support for the Rails to Trails Program.

NON-PUBLIC SESSION:

B. Griffin moved, seconded by M. Choquette to enter non-public session for the purpose of reviewing the Director’s performance. A roll call vote was taken with all members voting in the affirmative.

R. Vanderhorst moved, seconded by T. Pare to return to public session. A roll call vote was taken with all members voting in the affirmative.

Meeting adjourned.

Respectfully submitted,

Jo Ann D’Avanza