

**UNOFFICIAL
AS OF 03/24/01**

**LIBRARY TRUSTEES
MINUTES**

MARCH 21, 2001

PRESENT: Barbara Totherow, Russ Vanderhorst, Terry Pare, Maureen McLean, Mark Choquette and Ken Rose. Also present were Library Director Dianne Hathaway and Assistant Director Amy Lapointe.

Public Present: George Fullerton, Budget Committee Rep.

Acting Chair Pare called the meeting to order at 7:10 p.m.

The Board welcomed new Library Trustee – Maureen McLean.

ELECTION OF CHAIR AND VICE CHAIR:

R. Vanderhorst nominated Terry Pare as Chair, seconded by K. Rose.

Nominations were closed. T. Pare was unanimously approved as Chair.

R. Vanderhorst nominated Barbara Griffin for Vice-Chair, seconded by M. Choquette.

Nominations were closed. B. Griffin was unanimously approved as Vice-Chair.

APPROVAL OF FEBRUARY 21, 2001 MINUTES:

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

TREASURER'S REPORT:

Dianne reported they have not yet received any budget reports for 2001.

The account information was reviewed. The Trustees of the Trust Fund information was added to this report. Dianne will find out if the funds held by the Trustees of the Trust Funds for the library are restricted funds.

DIRECTOR'S REPORT:

Building Issues, Front Doors – Dianne reported that the new front doors would be installed on Friday. KSD Wood Products do not want to renovate the doors. They have asked for permission to proceed with this work. At this point, the Board members went downstairs and examined the doors and surrounding woodwork.

T. Pare suggested that Dianne contact Jim Garvin of the Division of Historic Resources to obtain his opinion as to whether the doors should be replaced or restored. The Board agreed to wait for Mr. Garvin's opinion.

Status of Staff Hiring – Dianne reported that the library has hired a full-time library aide, Tapley Trudell, and they have verbally offered the part-time aid position to someone. Dianne did notify the department heads that the Library Trustees will begin to conduct a wage review.

Outreach and Community Calendar – Amy reported that the library had their second exchange with the County Prison. Some of the prisoners visited the library recently. A discussion ensued regarding having the librarian from the prison volunteer at the Goffstown Library. Terry will check into this matter further.

The Library will host a community calendar on their Web site. Guidelines will be approved by the Library Trustees.

Goffstown Public Library Endowment Fund Update – Dianne has instructed Helen Goodman to reinvest the dividends until she hears further from the Board. Previously, the Board had discussed putting the dividends into an interest bearing account. The Board agreed to reinvest the dividends at this time, and they will revisit this issue after receiving the first statement from the endowment fund.

Spring Newsletter – The spring newsletter is on hold until next month. The Board suggested that the newsletter be included on the Library's Web site. The Board also discussed whether the newsletter should be mailed or handed out.

GMILCS – Dianne reported she has nothing to report at this time on the work to be completed to the computer system.

Summer Reading T-Shirts – The Board approved the purchase of 40 t-shirts for the summer reading program.

NHLTA Memberships – Dianne will submit the registration forms.

Friends of the Library – The Friends recently provided a presentation from the Currier Gallery of Art. Twenty-seven people were in attendance. The Friends of the Library are meeting on March 27 and would appreciate a Trustee attend their meeting.

February Statistics – The monthly statistics were reviewed.

Bookends Column – Copies of the newspaper column were provided to the Board.

UNFINISHED BUSINESS:

Thank You Book – This book will include a list of the people who donated to the Library in recent years. The cost for this book is \$350. The book will be hand made with the cover being made from wood and the paper is also hand made.

R. Vanderhorst moved, seconded by M. Choquette to authorize the expenditure of \$350 for this Thank You Book. Voted unanimously in the affirmative.

Front Lawn Sign – Main Line Graphics began working on this project a few years ago. Terry advised the Board that Carolyn Benthien would like to continue working on this. Dianne was also contacted by Scott Oberton. The Board suggested that Sousa Signs also be contacted. Dianne will obtain designs and costs from each of these companies. Dianne was instructed to request that the historical integrity be included, as well as providing the Main Street Committee guidelines.

NEW BUSINESS:

Circulation Policy – The Board reviewed the proposed new policy. The interlibrary loan section will be amended concerning loans from out of state libraries. This will be reviewed and approved at the next Board meeting.

PUBLIC COMMENT:

There were no comments from the public.

M. Choquette moved, seconded by R. Vanderhorst to adjourn the meeting at 9:02 p.m. So voted.

Respectfully submitted,

Jo Ann D'Avanza