

**UNOFFICIAL
AS OF 04/17/01**

LIBRARY TRUSTEE MINUTES

APRIL 17, 2002

PRESENT: Terry Pare (Chair), Barbara Totherow, Ken Rose, Russ Vanderhorst, George Fullerton, Library Director Dianne Hathaway, and Assistant Library Director Amy LaPointe.

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

APPROVAL OF MINUTES OF FEBRUARY 2002

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

ORGANIZATIONAL MEETING

The Board welcomed George Fullerton, new Board member. George is also the representative from the Budget Committee.

Election of Officers –

R. Vanderhorst nominated T. Pare for Chair. Nominations were closed and T. Pare was reelected Chair.

T. Pare nominated K. Rose as Vice-Chair. Nominations were closed and K. Rose was elected Vice-Chair.

TREASURER'S REPORT

The March and April reports were distributed to the Board. The Trustee of Trust Funds report has not been updated. The Expense Report was also reviewed.

DIRECTOR'S REPORT

Building Issues – The electrician has reviewed what is required to light the new sign. He will also add an outside outlet. The roof will be repaired within two weeks. Last month representatives met with the department heads. It was decided that all town buildings would undertake an energy audit. The evaluation would be at no cost to the library. Any upgrades would be offset by the savings reflected in the monthly bills. The Board asked for additional information after the evaluation is received.

Historic District Commission Plaques – The plaque has been received and will be installed as soon as possible.

Summer Reading Program – The staff is working very hard. The theme this year is “Lions, and Tigers, and Books, Oh My”. The library has received \$465 in donations for the summer reading program. The Trustees are invited to the kick-off barbecue on June 25 at Barnard Park at 5:00 p.m. The program begins on July 1 for six weeks. Programming in Pinardville will continue at Roy Park. The Library and the Goffstown Mother’s Club will sponsor Bill Ross at the common on August 1. The Library and Parks and Rec will also sponsor a puppeteer show by Dan Grady on the common on July 18.

Safety Committee – The 911 safety system was tested. The Fire Department performed an inspection of the building last week. The elevator will be inspected on Friday. Flashlights have also been provided in the building. The panic alarm system will be reviewed further.

Main Street Program – The Library was awarded ‘Best New Sign’ by the Main Street Program. On May 15 a Smart Growth workshop at 7:00 p.m. will be held for the entire town. Dianne suggested that the Trustees attend this meeting. All town committees are invited.

GMILCS – The monthly meeting will be held on April 18, 2002. There has been discussion about migrating to a new system. The recommendation is to migrate to epixtech Horizon. There will also be a discussion about shared databases.

New Staff and Staff Resignation –. The Library has one new staff member at the circulation desk. A new page was also hired recently. A resignation was received this week from one staff member.

March Statistics – The March statistics were included in the Board’s packet. The Web site count was not included in this month’s statistics. The new hours have also started this week. On Monday, the library began their new hours and opened at 9:00 a.m. The staff noted that it was quite busy.

Recommended Reading – A recommended reading list was provided to the Board.

Annual Spring Conference of Trustees Association – This conference will be held on May 29. Any members who wish to attend, should contact Dianne Hathaway.

Bookends Column - Copies received by the Board.

OLD BUSINESS

Ratification of Email vote to Spend Trust Fund Money on T-Shirts – **R. Vanderhorst moved, seconded by K. Rose to ratify the email vote taken on spending trust funds for the summer reading t-shirts. Voted unanimously in the affirmative. G. Fullerton abstained.** The sale of the t-shirts will offset this expenditure.

Personnel Folders – The personnel folders located at the Town Hall include benefit information, employee status forms, worker’s compensation information. It could include anything that the Library Director or the Trustees decided to include in this folder, provided that the employee is aware of this submission. Dianne suggested that any information concerning commendations, etc. also be forwarded to the department head. Ken Rose suggested that any non-payroll information should be sent to the library where this information would be kept in the personnel files held by the Trustees. Terry Pare will discuss this with the Selectmen’s Representative.

Goffstown Community Calendar – A proposed policy was reviewed by the Board regarding the procedure for submitting information for this calendar. Terry suggested that this type of policy also be provided for posting information on the Library’s bulletin board. **G. Fullerton moved, seconded by R. Vanderhorst to accept the policy as printed. Voted unanimously in the affirmative.** The staff will work on amending this policy to include postings on the bulletin board and present same to the Board for a future amendment.

NEW BUSINESS

Assistive Technology Grant - The Library has received a grant in the amount of \$1,540 to provide assistive technology for one PC.

Budget Sub-Committee – A budget sub-committee, consisting of Maureen McLean, George Fullerton and Dianne Hathaway will be in charge of developing the proposed budget.

Personnel Issues – Dianne suggested to reclassify the part-time library assistant to a part-time aide position and to reclassify the full-time aide to a full-time library assistant. This will be discussed further during budget preparation.

NON-PUBLIC SESSION, RSA 91-A:3II(a):

R. Vanderhorst moved, seconded by B. Totherow to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

G. Fullerton moved, seconded by B. Totherow to return to public session. A roll call vote was taken with all members voting in the affirmative.

G. Fullerton moved, seconded by R. Vanderhorst to increase Tapley Trudell two steps on the matrix plan as a merit increase. Voted unanimously in the affirmative.

ADJOURNMENT

G. Fullerton moved, seconded by B. Totherow to adjourn the meeting at 8:23 p.m. So voted.

Respectfully submitted,
Jo Ann D’Avanza