

Goffstown Library Trustee Meeting Minutes
July 17, 2002

**UNOFFICIAL
AS OF 07/18/02**

**LIBRARY TRUSTEES MINUTES
JULY 17, 2002**

PRESENT: Terry Pare (Chair), Russ Vanderhorst, Ken Rose, George Fullerton, Maureen McLean, Dianne Hathaway (Director), Amy Lapointe (Assistant Director).

T. Pare called the meeting to order at 7:00 p.m.

ACCEPTANCE OF MAY 15, 2002 MINUTES

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

TREASURER'S REPORT

Dianne reported that the report is incomplete. The 2002 information has not yet been provided. The Restricted Funds Report is up to date. The expense report for June 30 was also reviewed.

DIRECTOR'S REPORT

Building Issues

The air conditioning unit on the third floor has not been working properly. The unit is under warranty. The Children's Room has a window air conditioner that may need to be replaced. The faucet in the staff room needs to be replaced. Public Service Co completed the energy audit. The refitting of the lighting will be paid for by PSNH with the savings that will be met. The library has done a great job on conserving energy. The roof is still leaking. They are still investigating this problem.

Summer Reading Program

The barbecue was a huge success. 125 people were in attendance. The costs were approximately \$400. The barbecue will be an annual event. Funds were donated for the cost of the entertainment. The Friends of the Library and the Mother's Club offered donations for this event. There have been a record number of participants in the summer reading program - 247 children are registered. Special programs have a total registration of 313.

Main Street Program

The summer concert series is going well. The library has sponsored the concert for August 1, 2002 at 7:00 p.m.

GMLCS

The GMLCS committee meets tomorrow. They are still working with IPAC. They are having some problems with it. They will be migrating to Horizon in December. Dianne is still a member of the executive board and is now the secretary.

E-Rate

The library has received their E-Rate notification. They were funded for Centrex service and the Internet provider.

G. Fullerton moved, seconded by R. Vanderhorst to decline the E-Rate. 3-in favor, 1-abstained (K. Rose). Motion carried.

Staffing

The library is now fully staffed, except for one page position. This position will be advertised in September. Jessica Stevens has been hired as a library aide. Performance evaluations are underway and are going very well.

June Statistics

The June statistics were provided to the Board. The staff is performing a skit to the elementary age participants. Parents have commented that it is very much enjoyed by all.

Suggested Reading

Included in the Board's packet.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

2003 Budget

The committee has not met since the last meeting. Additional monies will need to be provided for telecommunications. The retirement line will also increase. Health insurance will increase at least 20% this year. A request has been made that the computer line be broken down to include software, hardware and maintenance. The Board will also look into the cost of installing a panic alarm system.

Alternative Board Members

The Board discussed alternative Board members. The Board decided to have Dianne insert something into the library's newspaper column. Two people are interested. They will be invited to the August Board meeting. Their names will then be forwarded to the Board of Selectmen for appointment.

G. Fullerton moved, seconded by M. McLean to instruct Dianne to invite these two individuals to the next Board meeting. Voted unanimously in the affirmative.

Landscaping

An Adirondack chair was donated to the library and is on the front lawn. It was suggested that the Board purchase additional chairs. Additional work is also needed for the landscaping on site. Dianne was asked to provide an RFP for this work and obtain estimates.

NEW BUSINESS

Parking Signage

Signage is needed to direct patrons to the parking areas. The Chair will send a letter to the Board of Selectmen requesting that signs be erected.

Library Policies

Many policies are out of date and need to be revised. The Chair advised that she would like to include all policies into one manual. Suggestions should be e-mailed to the Director.

Strategic Planning Committee Chair

T. Pare asked that a member of this Board chair the strategic planning committee. Russ Vanderhorst volunteered. The Board has adopted a Vision Statement and Mission Statement and four strategic goals. T. Pare and Ken Rose volunteered to serve on this committee. T. Pare suggested that a public survey be conducted paid for by trust funds.

NON-PUBLIC SESSION RSA 91 Personnel

R. Vanderhorst moved, seconded by G. Fullerton to enter non-public session at 8:05 p.m. A roll call vote was taken with all members voting in the affirmative.

G. Fullerton moved, seconded by R. Vanderhorst to return to public session at 8:33 p.m. A roll call vote was taken with all members voting in the affirmative.

R. Vanderhorst moved to approve the tuition reimbursement for Tapley Trudell in the amount of \$2,608, subject to the following terms: she receive a B or better in each course. One quarter to be paid now and the balance upon completion of each course. Seconded by G. Fullerton. Voted unanimously in the affirmative.

M. McLean moved, seconded by R. Vanderhorst to give A. Lapointe an additional week of vacation beginning immediately and to allow Amy to begin accruing at a rate of three weeks per year. Vote: 4-in favor, 1-opposed. Motion carried.

K. Rose moved, seconded by R. Vanderhorst to ratify the increase of 4% for the Director, which is in line with the other department heads effective July 1, 2002. Voted unanimously in the affirmative. In future years, this should be approved at the June meeting.

PUBLIC COMMENTS

There were no members of the public present at this meeting.

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ADJOURNMENT

K. Rose moved, seconded by R. Vanderhorst to adjourn the meeting at 8:43 p.m. So voted.

Respectfully submitted,

Jo Ann Duffy