

**UNOFFICIAL
AS OF 01/04/08**

**LIBRARY TRUSTEE
MINUTES**

DECEMBER 19, 2007

Present: Steve Brzozowski (Chair), Dianne Hathaway (Director), Lisa Iodice, Judy Pancoast, Richard Chamberlin and Hank Boyle.

Chairman Brzozowski called the meeting to order at 7:05 p.m.

ACCEPTANCE OF NOVEMBER 2007 MINUTES

L. Iodice moved, seconded by R. Chamberlin to approve the minutes as presented

Vote: All in favor, J. Pancoast abstained. Motion carried.

PUBLIC COMMENTS

No comments were received.

TREASURER'S REPORT

Ken Rose, Trustee of Trust Funds met with the Board and reported that Elizabeth Merrill has donated 103 shares of stock from American International Group to be used for the Goffstown Public Library Children's Room. The value is approximately \$6,000. A separate Trust Fund has been set up for the library. No specifics have been made as far as what this money can be used for, other than it must be used for the children's room. Ken advised that a disbursement voucher would need to be sent to the Trustees of the Trust Funds when the monies are to be spent. There is also a residual left over from the construction account. D. Hathaway advised that these monies have been earmarked for a CIP project for 2008. The value of the stocks is locked in on the day the stock is received. Ken will let Dianne know when the stock is officially received. He asked if the Trustees have adopted an investment policy. The Director advised that they have adopted the Town of Goffstown's investment policy; however, they will be making some changes to this policy in the near future. Ken Rose stated that he will be writing an investment policy for the Trustee of the Trust Funds and offered his assistance to the library. The Trustee of the Trust Funds now invests with MBIA. Their current rate is approximately 4.9%.

Elizabeth Merrill Donation

D. Hathaway reported that the donation received from Elizabeth Merrill is \$6,336. A public hearing will be held in January to officially accept this donation.

Minimum Requirement for Personal Checks

The library has received six overdrawn checks over the past three months. All of the checks have been under \$10.00; however, the library does incur a bank fee. Evelyn Redmond suggested that the library not accept checks for less than \$10.00. J. Pancoast suggested that checks not be accepted. D. Hathaway stated the library is looking into accepting debit and credit cards. H. Boyle suggested that the patron with over due fines sign up three new patrons and their fees would be waived. D. Hathaway will check further with Marsha, who has been handling the over dues, and discuss this matter further at the January board meeting.

DIRECTOR'S REPORT

Meeting Highlights – weekly Rotary meetings and monthly executive board meeting; no monthly NHLA board meeting in November; chaired GMILCS executive board and full board meetings; facilitated book discussion group; attended budget committee deliberations; two NHLA conference committee meetings; two ILS demos for GMILCS; Polar Express; budget with Lisa; Robert Finlay press conference & luncheon; (the public library that increases by the most percentage from November 1, 2007 thru the end of October 2008 will receive \$25,000 in unrestricted funds) last NHLA board meeting 12/18.

Building – First floor furnace needed a new motor. Ernie back this month to take care of hot chocolate spills from Polar Express.

GMILCS – Meets on December 20. ILS demonstrations are over; staff looking at both systems via webinars.

November Statistics – The statistics look good.

Staff – We are fully staffed with Sandy's return! The staff is planning for 2008 programming and fun. "Readers of the Round Table" will be summer reading theme and will include an adult segment this year.

Friends of the Library – "Knitting@Night" will be back in January.

Articles of Interest and Education – Included.

OLD BUSINESS

Finance Committee (CAP, CD's) Investment Policy Update-

Four CD's were rolled over yesterday. Work on the investment policy will begin in January.

Copies of the 2008 budget were distributed. The Budget Committee added \$15,000 into the library's budget for consulting. They did not make any changes from the Board of Selectmen's budget. The tuition reimbursement was not included.

The consensus of the Board was to accept the additional ten hours as presented by the Library Director for the part-time position.

A thank you note will be sent to Mrs. Merrill for her generous donation.

Personnel Committee

S. Brzozowski and D. Hathaway met and reviewed Dianne's evaluation. Steve noted that it has been a very busy year, and that Dianne has done a very good job.

Strategic Planning Committee- Contract for Consultant and Authority to Sign

The Trustees were successful to put the \$15,000 into the budget. If the budget fails, the only way they can spend the money is if they have a signed contract. The contract amount is for \$15,000 for eight days with an addition of \$1,200 per day for any extra work.

L. Iodice moved, seconded by H. Boyle to authorize R. Biron to sign the contract with the consultant. Voted unanimously in the affirmative.

Credit Card Policy

D. Hathaway recommended the Trustees adopt the Town of Goffstown's credit card policy.

H. Boyle moved, seconded by J. Pancoast to adopt the town's credit card policy as presented. Voted unanimously in the affirmative.

NEW BUSINESS

The following Trustee's terms are up in March 2008:

Steve Brzozowski
Hank Boyle
Susan Plante

S. Brzozowski and H. Boyle advised they will not run for reelection.

A thank you card was received from the Main Street Program re: the Polar Express event.

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

H. Boyle moved, seconded by L. Iodice to enter non-public session. A roll call vote was taken with all members voting in the affirmative.

R. Chamberlin moved, seconded by L. Iodice to return to public session. A roll call vote was taken with all members voting in the affirmative.

R. Chamberlin moved, seconded by J. Pancoast to seal the non-public minutes for one year. Voted unanimously in the affirmative.

ADJOURNMENT

Meeting adjourned.

The next meeting is scheduled for January 16, 2008 at 7:00 p.m.

Respectfully submitted,

Jo Ann Duffy