

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – April 20, 2009

Called to order the Monthly Meeting at 4pm.

In Attendance: Trustees Joanne Barrett, Patricia Cornell, Jeff Hickok, Monique Brown, Jack Shea, Trustee Chair Karen Sheehan-Lord, and Trustee Steve Solomon. Also, present Library Director Denise van Zanten, Union Steward and Library Clerk Deb Young.

Excused: Alderman Sullivan

Minutes: Motion made to approve the amended minutes as follows: Correct spelling error and to add who “Motion made by Trustee Barrett, seconded by Trustee Cornell” in the Foundation Report. Motion made by Trustee Brown, seconded by Trustee Cornell, all in favor.

Director’s Report:

Personnel – Staff Appreciation Day was April 14th, staff dressed down and goodies were provided all day. Gift cards were also given to all employees including custodians.

Lichen Rancourt attended the VISTA Supervisor Training the week of April 6th. She would like to get someone with computer technology so they can resume computer classes again and train the staff to take over this endeavor when they leave.

National Library Week programs were well attended, Grow Your Own Food, as well as the Foundation Fundraiser. Patron Appreciation Day was April 17th and treats were provided.

Useful Update – Network is stable. Not many patron complaints. Still a few glitches to work out but otherwise fine.

Stimulus package would double public access machines. Package would be for \$167,000 to upgrade patron computers, add additional computer and create our own patron network. Final draft of the package was received by Director van Zanten today from Jennie Angell, Head of Information Systems. She will look over. Trustee Hickok would like to know how many computer access points should we have for a City this size? Director van Zanten will get that information and get back to him.

GMILCs - had their retreat last week. Have revised their Mission and Vision Statements. Polaris is going well.

Copier Contract is up in June. Lichen Rancourt and Mary Gallant will be looking into new vendors to have what we have now. References and which company has the best deal will be a factor.

State Statistical Report is done and will be signed by Chair Sheehan-Lord today.

Alderman Lopez would like to get the West Community Library energy efficient with Stimulus money. Director van Zanten and Sarah are trying to work with Facilities on this project.

Room Bookings – Businesses have been booking seminars in the Library for free due to the policy that if they are open to the public then the room is free. Trustees will be looking into changing this policy at the next meeting.

City Financial Procedures – Fran Ryan, Michele Garneau, Director van Zanten, and Mary Gallant have been working on these. Will be sending out a draft for Trustees to review prior to our May Meeting.

Hansel Estate: Director van Zanten read will over and the library is to get 25% of the sale of the house after all administrative costs and taxes for the estate are covered. Conservative estimate of the estate would be \$15,000 to \$20,000. Once we know amount a public hearing will be held.

2 Bethel Court – new vinyl siding going up and porches have been permanently removed. Spoke with Dick Webster from Manchester Housing Authority.

Fire Inspection – Fire inspection was done and there were a few issues that have been taken care of like the emergency lighting and the fire door being closed at the end of the day. One issue that remains is the cook top in the Winchell Room. They would like the Library to install a fire suppression unit and that would need electrical work and would have to go into the fire alarm system. The cost would be about \$1,600. No decision made at this time.

Learn To Read – Have taken their monthly meetings out of the building and will be holding them at a Board members office in Bedford. This was voted at their last meeting. The Trustees do not agree with this decision and Director van Zanten will contact Beth Sabol.

Budget – The unions met on April 17th with Aldermen Lopez, Mark Roy and Dan O’Neil. The furlough the Mayor mentioned was discussed and the Aldermen stated that they believe there would be no way to make this year’s budget work without an increase in taxes to the residents. The key was to limit the amount as much as they could and perhaps work something out with the Unions. Teamster’s business agent will sit down with the Alderman at any time.

April 28th at 6 pm in the Alderman's Chambers Director van Zanten will speak to the Alderman about our budget and what it means to us. Trustees and Director discussed the presentation she would be giving that evening and gave their insight.

\$131,403 will be needed to fully fund our salary line as requested by the Director and the Trustees. The Director has also had this discussion with Aldermen Sullivan and Aldermen Lopez.

Further discussion ensued about the challenges we will be facing during this rough budget year.

Foundation Report

Two new potential board members have been asked to the next meeting. Foundation fundraiser went well even though there was a rally in the park that took all the parking available to attendees. Figures are not in yet but Director van Zanten estimated Trustees about \$6,000 was made.

Old Business – None at this time.

New Business: Chair Sheehan-Lord visited the Portsmouth Public Library and stated how they had a book cart with duplicate books for sale at the check out counter. That would not work here since there is no room.

Officers will be elected at the June 15th meeting. Chair & Treasurer positions.

Motion was made by Trustee Brown to change the time of the monthly meeting to 4pm which better suits everyone, seconded by Trustee Barrett, all in favor.

Monthly meeting will be held on Monday, May 18, 2009 at 4pm – Hunt Room .

Adjourned at 5:15pm