

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – December 15, 2008

Approved

Called to order the Monthly Meeting at 3:30pm.

In Attendance: Trustees Madeleine Roy, Joanne Barrett, Patricia Cornell, Jeff Hickok, and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten, Head of Technology Lichen Rancourt.

Excused: Trustee Steve Solomon, Jack Shea and Alderman Sullivan

Minutes: Motion made by Trustee Roy to accept the minutes of the regular board meeting held on November 17, 2008, seconded by Trustee Barrett all in favor.

Director's Report:

Personnel: 4 new pages have been hired and are working out well. LibraryClerk I positions are posted. Some applications have been received. Claudia and Kate will start interviews after the holidays.

Strategic Planning will be discussed at the next meeting in January.

Vault project – going well. Committee consists of Cindy O'Neil, Karen Sheehan Lord, Fran Ryan, Mary Gallant, Michele Garneau and Director van Zanten.

Lincoln book will be picked up tomorrow by Mary from the Historical Society. Director will be in contact with them if materials are found in the vault that would be of interest to them. Also discussed the Library buildings upcoming 100 birthday and doing a joint display.

Rash of thefts of the DVDs has occurred around Thanksgiving. Has stopped for now.

Cote Estate - \$1,231.13 – all the books are gone. Some paintings will go back into auction next week. Director van Zanten will let Trustees know what materials are left. If they do not sell, they will have to be boxed up and shipped up here at the Library's expense. (Cote funds can be used).

Director van Zanten was contacted about letterboxing in the library. Something would be hidden in the Library and groups come in to find it. Trustees would like to keep this in a general area. Director van Zanten will look into this further.

2 Bethel Court will undergo some needed repairs, the porches will be removed, 5 windows need to be replaced and siding. Housing Authority will be funding this project.

Customer Service Survey results – most were very good but some areas the staff can work on. Trustee Lord will review the results.

Library Rules and Regulations were discussed. No Rolling or chewing of tobacco products in the library is to be added as requested by the Library. Motion was made by Trustee Hickok , to add this change, seconded by Trustee Barrett, all in favor.

Head of Technology Lichen Rancourt, and Library Trustees discussed the spreadsheets that were sent to them on Useful. This would be for the public access computers. Trustee Hickock motioned to use balance of Cote Estate with the rest to be paid by retained earnings to purchase Useful Software. He also wanted to add 1 more computer at the West Branch, seconded by Trustee Cornell, all in favor.

FY2010 budget was discussef by Trustees and Director van Zanten. The budget must be in by January 9th.

Foundation Report

Foundation will meet on Thursday, December 18th. \$1,400 has been given to the Holiday appeal.

Old Business – Discussed the holiday closings. Trustee Cornell made a motion to allow Director van Zanten to close the libraries at 3pm and that those employees scheduled to work on December 24th and December 31st are paid for their full day without making up time or using vacation or personal time to address the shortage of hours. Each year the Trustees will revisit the holiday schedule and handle it on a case to case basis, seconded by Trustee Barrett, all in favor.

Madeleine Roy's term has expired. She has been a Trustee for 14 years. Arrangements will be made in February to take her out.

Monique Brown has agreed to serve on the Library Trustee Board. Motion was made by Trustee Barrett to approve the nomination, seconded by Trustee Hickok, all in favor.

New Business: Monthly meeting will be held on Tuesday, January 20th at 3:30pm and Tues. February 17th at 3:30pm.

Adjourned at 4:55pm