

Trustees of the Manchester City Library
Minutes – October 22, 2007

Called to order at 3:35pm

In attendance: Trustee Chair Karen Sheehan-Lord, Trustees , Joannie Barrett, Jeff Hickok, Madeleine Roy and Jack Shea and Library Director Denise van Zanten. Visits from Lichen Rancourt, Head of Technology, Jason Rothwell, Library Clerk I, Claudia Mayer, Head of Circulation and Michele Garneau, Head of Technical Services.

Excused: Trustees Kevin Devine and Joseph Sullivan

Minutes: approval of the September 17th minutes. Motion made to accept Minutes by Trustee Barrett seconded by Trustee Roy, all in favor.

Staff Introductions

Lichen Rancourt, Head of Technology was introduced to the Trustees. She had previously worked at UNH Library. Lichen will be working on making the library website more accessible to the public. She will also have a Technology Drop-in program on October 25th to answer questions and to get a feel for what computer classes library patrons want.

Motion made at 3:45pm to go into Executive Session . This was according to RSA-91-A: 3II(b).

Motion made at 3:55pm to leave Executive Session and resume regular session

Staff Introductions

Library Clerk I - Jason Rothwell was introduced to the Trustees. Jason had worked previously as a Library Page for 4 years.

Nichole Colon a new Page was not able to attend meeting.

New Collection

Michele Garneau, Head of Technical Services spoke to Trustees about the purchase of video games. She would only purchase those with E ratings and only for X-box and Playstation 2 systems. No hand held games would be purchased. The cost of the games are between \$20-\$60 each. She would like about \$600. The monies will come from the remaining Proust Trust Fund.

Motion to approve the purchase of Video Games was made by Trustee Barrett, seconded by Trustee Roy, all in favor.

Circulation Policy Change

Claudia Mayer, Head of Circulation asked Trustees for uniform fees for all services. The fee would be \$10.00. When a fine of \$10.00 is reached no materials may be checked out and patrons may not use the Internet. Also added, was the policy for video games circulation.

Motion was made to approve the uniform fee of \$10.00 and the adding of the Video Game policy by Trustee Hickok, seconded by Trustee Roy, all in favor.

Director's Report:

NELA – Library Director van Zanten attended the NELA conference. She attended many presentations. She would like the library to start working on Strategic Planning and one of her suggestions is we hire a consultant.

Friends of the Main Library have their terms ending for the President, Secretary and Treasurer. They have contributed to many programs here at the Library. Director van Zanten will meet with the West Friends on November 14th along with Sarah Basbas, Branch Manger.

West construction is not complete. Copper flashing and roof is done but the mortar work was not signed off by Facilities, job was not done satisfactorily and a new crew was hired to remove mortar and put new mortar in.

New carpet is needed on the lowest level that hadn't flooded and we need to get some quotes.

Personnel – There are many applicants for the positions of Teen and Reference Librarian. Second interviews have been scheduled.

Reclassification of pay grades is being reviewed by Human Resources.

Volunteers for Home Services will get name badges when they deliver books. Also, volunteers who are 18 years and older must still have background checks even if they are still in High School.

Retired employee Elizabeth O'Donnell has passed away. Trustees will send flowers for her memorial service and staff will attend.

Work on the New Hampshire Room ceiling is being considered by Facilities. The paint is coming off in large pieces. The ceiling will be scraped and repainted. Quotes are being collected. Also looking into better lighting in the Front of the building.

Finance Committee Report- Nothing to report at this time.

Foundation: Spring assignments have been handed out. Roz Lockwood and Chris Windler will co-chair fundraiser. No author has been found to date. They would like more corporate sponsorship.

Resignation of Madeline Cleland, William Prive and Daniel Lyman have been accepted. Jim Bogear had knee surgery and will be out for awhile. Dan Scanlon from Cold Stream will be a new member of the Foundation.

Bylaws will be discussed next month. Foundation reception will be on November 15th from 5:30-7pm. Postcard invitations will be sent out and library calendars will be given out.

Old Business: Cote Estate – Trustee Shea is looking into dealers for the books. Have not heard from Jonathan Cote about paintings.

New Business:

New evaluation policy for the Director of the Library was discussed at executive session. Motion made by Trustee Hickok to accept the new policy, seconded by Trustee Shea, all in favor.

Director van Zanten will look into clarifying the City Travel Policy with the City Clerks' office and was asked to send the policy to Trustees Devine and Shea for their review and input on how the library should proceed.

Adjourned at 5:24pm