

**APPROVED**

**BOARD OF SELECTMEN'S MEETING**

**MONDAY, NOVEMBER 20, 1995**

**7:30 P.M. - HOWE LIBRARY, HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Jack H. Nelson, Vice Chairman; Katherine S. Connolly, Dorothy Behlen Heinrichs, Clifford R. Vermilya, Town Manager and members of the public.

Chairman Black announced that this meeting was being taped by CATV6 to be broadcast at a later date, and that assistive listening devices were available for anyone who wished to use them.

**1. PUBLIC COMMENT**

Ms. Connolly wished to commend the activities of the animal control officer who has been aggressively pursuing rabid skunks in the area, indicating that the officer has been prompt, aggressive and active in this regard. Mr. Vermilya stated that people should also be very careful letting their animals out loose, leaving feed on the ground, and being diligent in protecting themselves and their family. He indicated that there are two confirmed cases in the area and probably more. Ms. Connolly pointed out that skunks are nocturnal animals, and the incidents occurred during the daylight which may indicate the skunks are ill and dispatch should be called.

Ms. Heinrichs stated that she had contacted the nurse at the Ray School to conduct her rabies education program. She also indicated that cats should also be vaccinated for rabies, especially with cases of the disease in the area.

Mr. Vermilya indicated that there were also some reports of aggressive raccoons indicating that in all likelihood there are also rabid raccoons.

**2. ADMINISTRATIVE REPORTS**

Mr. Vermilya announced the arrival of his seventh grandchild, a girl named Emily, born last Wednesday. He stated that the NHMA conference was held last week, with Ms. Black being re-elected first vice-president for a one-year term. Also, contrary to the prior schedule, the next meeting, on December 4, 1995 at 7:30 p.m., will be held at the Etna library. The trustees would like a discussion with the Board regarding their long-range planning.

**3. SELECTMEN'S REPORTS**

**Ms. Heinrichs**

Ms. Heinrichs indicated she had met with people representing the Howe Library a couple of weeks ago, but would let them cover that in their presentation. She also indicated that Christmas tree recycling is planned for the Town Garage on Sunday, January 7, 1996.

**SELECTMEN'S REPORTS (Continued)**

**Mr. Nelson**

Mr. Nelson stated that he had been working actively with the Conservation Commission on the necessary subdivision for the Dana property, and they would be meeting again next month.

**Ms. Connolly**

Ms. Connolly stated that the Planning Board is dealing with Granite State Electric regarding a new house on Goodfellow Road, a scenic road, which requires some tree cutting; a hearing was held at which time the cutting was approved. She also stated that the concept of the cul-de-sac road has been thoroughly exhausted by the planning board, and they will have a wonderful set of subdivision regulations as well as additions to the zoning ordinance when the time comes. She indicated that a site plan was approved for the former United Developmental Services house on Buck Road for their parking lot. They are planning to convert the former residence into an office building. Ms. Connolly further stated that they are still working on small subdivision on King Road.

**Ms. Black**

Ms. Black commented that at the Municipal Association Conference last week Maureen Hall received a state volunteer award. Also, public works employees Ray Swift, Mike Chase and Rod Forward all received trophies for winning the state plow rally. She further stated that the Senior Center Advisory Committee served the residents a Thanksgiving dinner last week cooked entirely by the Advisory Committee.

**4. MEETING WITH THE FINANCE COMMITTEE**

Ms. Black stated that Dennis Logue, who is present in the audience, is the newly appointed member of the Finance Committee. Since the Finance Committee has not yet met as a group to discuss the town budget, Nancy Bean has asked to pass over this item at this meeting.

**5. DISCUSSION REGARDING HOWE LIBRARY PROGRAMS AND ACTIVITIES, FUTURE PLANNING AND CAPITAL BUDGET PROGRAM REQUESTS**

Marlene McGonigle, Howe Library Director, welcomed the Board to Howe Library, and introduced members of her staff which were present at the meeting: Polly Gould, Vicki Bedi, Joanne Blais and Peggy Hyde.

**Current Status and Events**

Ms. McGonigle stated that although there has been an extensive automation project occurring, all activities at the library have been maintained and she commended the staff highly. She indicated that the Jane Austen book discussion series will be starting on January 4, 1996. This consists of a series of discussions; the New Hampshire Humanities Council has given a grant to fund the scholars for the project. They are

**DISCUSSION REGARDING HOWE LIBRARY PROGRAMS AND ACTIVITIES, FUTURE PLANNING AND CAPITAL BUDGET PROGRAM REQUESTS (Continued)**

hoping to bring in more scholars from Dartmouth College, and she indicated that there are also current movies about Jane Austen. The books are now in the library and were purchased by the Howe corporation.

Ms. McGonigle also indicated that the Hanover Chamber of Commerce is sponsoring the Dickens Holiday Celebration on December 2nd. The Chamber has selected children's services as a possible area to receive donations, and Howe Library is one of the services selected. She stated that the library is planning to do something to encourage people to come into Hanover on December 2nd. At the library there will be a Magic Music Puppet Theater which starts at 11:00 for ages 4 and up.

Ms. McGonigle commented that the Friends of the Library Group will have a series of speakers at evening events. The first one is scheduled for February 6, with Jay Barrett as the speaker. Mr. Barrett will speak on the Connecticut River Valley. The title of his presentation is "Three Miles of the River - A Spirited Look at Some Lively Connecticut River History From Ledyard Bridge to Wilder Dam".

Ms. McGonigle further commented that the library is working on a proposal for issuing one library card for all Hanover libraries and school libraries as a service to the public. This proposal is in the discussion stage.

Polly Gould spoke on the Internet, indicating that it was in the beginning stages. She further stated that Marlene had worked on a matching grant through the state library for \$6,000. She stated that the purpose of the project is to have public access to the Internet in the library at one of the public terminals. She further stated that the library was ready to order the terminal and printer. The communications hardware has already been obtained, as well as Valley Net Link, and they are planning for the training of staff and volunteers who will be in turn be trainers for the public. Ms. Gould stated that they would be instituting policies to limit the number of people at a terminal at one time, the amount of time an individual can take at a terminal to eliminate game playing, and limit the use to non E-mail activity.

There was brief discussion as to whether there would be an added cost to the library for Internet. Ms. Gould stated that the library has a dedicated phone line to Valley Net, and that they pay a monthly fee which is not passed on to the users. Concern was expressed that Valley Net occasionally has difficulty with users getting on-line, but Ms. McGonigle indicated this should not be a problem as Howe Library has its own dedicated line.

Peggy Hyde spoke on the volunteer program, indicating she ran figures showing remarkable number of volunteers which has nearly doubled over the last 5 years. Although the number of hours given by volunteers has been dwindling steadily since 1980, it has started to grow and has increased 27% since 1990. Ms. Hyde indicated they need help with data entry and specifically need volunteers familiar with computers, as well as volunteers to help train the public on the on-line public

**DISCUSSION REGARDING HOWE LIBRARY PROGRAMS AND ACTIVITIES, FUTURE PLANNING AND CAPITAL BUDGET PROGRAM REQUESTS (Continued)**

access terminals. She stated they had moved some staff positions into volunteer positions. They are looking forward to more opportunities with people helping with Internet. The volunteer program is presently at 102 volunteers. Ms. Gould indicated they are very pleased with the way the program is going and plan to develop it further this year.

**KNOWHOWE** - Marlene McGonigle indicated that the automated system, KNOWHOWE was approved in the Fall by the Board and Howe Trustees. She commented that the staff spent last year implementing and training, and started operations on September 5. Marlene commended Vickie Beede for an outstanding job. Marlene stated that they are working with outstanding company, Innovative, which has given exceptional support and service. She indicated that dial-in access is now available, and that brochures are in the library with instructions on KNOWHOWE with the various services outlined in the brochure. She indicated that the Etna library now has a terminal, and that the schools also have dial-in access. She commented that there has been interest from Kendal and the Montshire Museum, but that since this is a year of transition they want to be completely comfortable with the system, bring in Etna library next fall, and have discussions with other libraries as of January 1 of the following year.

Vickie Beede spoke further on KNOWHOWE indicating there are 21 user licenses, and training began in June of this year. KNOWHOWE consists of the following: (1) Circulation and cataloging; (2) OPAC (which includes six terminals and two printers) - public use began September 5th; (3) Acquisitions (4) Reports generator. She further indicated that Gateways was loaded last week and began to be set up November 20. There is an upgrade to Innovative, version 9.1, which upgrade will occur sometime this year.

Peggy Hyde spoke on OPACs (On-Line Public Access Catalog) indicating they were an instant success, and presented sample reports generated by the system, indicating usage of the system.

Polly Gould, Coordinator of Public Services, spoke on circulation activity for 1995. There is a slight increase projected to the end of the year in overall circulation. Reports generated indicate 40.9% usage of children's materials and 32.7% by nonresident cardholders. She further indicated there is now a receipt printer in use at the circulation desks which prints a receipt with the list of books checked out and the due dates rather than stamping each book separately.

**Long-Range Planning** - Marlene McGonigle spoke on the long-range planning committee, which began in January and has conducted many meetings. A survey was conducted with help from Dr. Robert Sokol from Dartmouth. A draft is about to be drawn up in the month of December to be presented to the Trustees at the January meeting. She indicated that the mission statement has gone through numerous workshops and is also almost complete. Issues addressed are: Collections, facilities, technology, staffing, area libraries cooperation and budgeting.

**DISCUSSION REGARDING HOWE LIBRARY PROGRAMS AND ACTIVITIES, FUTURE PLANNING AND CAPITAL BUDGET PROGRAM REQUESTS (Continued)**

**Capital Improvement Budget** - Ms. McGonigle also spoke on the capital improvement budget. The current year finance package for automation extends into the next four years to the year 2000 - 2001. She stated for that year and the following year they have requested \$50,000 each year in anticipation of the results of long-range planning, which will probably recommend changes to the interior of the building or expansion to exterior. She stated that the library is almost at capacity at 66,000, with capacity at 70,000 volumes.

**Operating Budget** - Ms. McGonigle spoke briefly on the operating budget. There are two new lines put in the budget this year; one is for computer replacement equipment, the other is for training for technical services. She indicated the building maintenance area spent quite a bit repairing damage from carpenter ants and therefore postponed maintenance planned for this year. There is also a new request for climate control to control the humidity level which is high and not healthy for the equipment. Also, she indicated that 4.5 additional hours for the children's library is requested which has been in need for many years.

Joanne Blais elaborated further on the children's library position, indicating that the money requested would go directly toward staffing the children's room public desk, specifically on Fridays, indicating that currently the children's room desk is unattended Monday mornings and Fridays. She stated that users expect a thorough knowledge of the collection, and a circulation worker who may be filling in for the children's desk may not have that knowledge, and that additional hours would help provide better service for the users. Dorothy Heinrichs strongly backed up the need for staffing of the children's desk.

Mr. Vermilya stated that three years ago they started transition in the library. He commended everyone for a phenomenal job, and that the results are a tribute to everyone on the staff who made it work.

Fran Baschnagle stated that it would cost approximately \$5,000 to put in 16 metered parking spaces, and questioned whether this would be an item in the budget. Mr. Vermilya answered that it was an item under discussion; the problem is whether it is permissible under zoning. He indicated that The Town of Hanover has taken the position that, even though by law it does not have to, it will comply with the zoning ordinance. He further suggested that the library, in its long-range planning, should look at the property it has access to, for instance the lot next door, and what appropriate use of that property is. Perhaps it could be a possible location for land to help alleviate the parking problem. Ms. Black commented that perhaps the Trustees of the Library would contact the Fleet Bank to suggest once again that a small piece of land is needed across the street for this purpose.

**6. APPROVAL OF MINUTES**

Kate Connolly indicated that on page 18 of the minutes of November 6, 1995, there was no reflection of her objection to paving Carriage Lane and Lindy Lane, and she would like that objection inserted.

**APPROVAL OF MINUTES (Continued)**

**Ms. Heinrichs MADE THE MOTION to accept the minutes of November 6, 1995 as amended. Jack Nelson SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY ACCEPTED THE MINUTES OF NOVEMBER 6, 1995 AS CORRECTED.**

**7. ADJOURNMENT**

The meeting was adjourned at 8:40 p.m. The Board of Selectmen toured the Howe Library after the meeting was adjourned.

Respectfully submitted,



Dorothy Behlen Heinrichs  
Acting Secretary

- 1. Ms. Heinrichs MADE THE MOTION to accept the minutes of November 6, 1995 as corrected. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY ACCEPTED THE MINUTES OF NOVEMBER 6, 1995 AS CORRECTED.**

Minutes taken and transcribed by Nancy Richards.