

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting December 21, 2005

The meeting was called to order at 2:10 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec)

Jane Palmer presented a notebook of material she and Dottie Dalrymple had collected from other Libraries. This information will be helpful as we move forward in planning for a new library. We all thanked Jane for her time in preparing this useful document.

Minutes of the November 21, 2005 were approved as amended.

Treasurer's Report:

42% of the Budget has been expended @ end of 5th month. The report was approved as presented.

The Library's section of the Town's Master Plan was reviewed. Pam has prepared the draft at the request of the Planning Board's Long Range Planning Committee. In the Existing Conditions section, it was suggested that maybe we should present the usage numbers as a percentage increase over the last five years instead of on a numbers basis. Also change the third sentence in the usage paragraph to read the number of *visits* instead of number of *people*. Needs Assessment section re-prioritized to show ADA first, Space second and Children's Room third. A definition of Standard Formulas should be given in the Conclusion Section. Pam to contact Patience Jackson re: Standard Formulas. Pam will make changes and put in Linda's mailbox to give to Laurel Pohl.

The Budget Hearing is scheduled for Jan. 10 2006. Linda to contact Mary Pat re: Trustee's input.

Citizen's Petition:

Trustees will be Petitioner with the three names listed. Emily will find out exact wording of Town Warrant Article and rewrite Article with changes.

Library Long Range Planning Committee:

Dates were discussed first meeting Jan 28, 2006 with snow date of Feb 11, second meeting March 11, 2006 with a snow date of March 18. The names of 20 people who have expressed interest or are interested Town Citizens were discussed. Linda will send out letter of interest with a description of the Planning Process and the dates chosen for the meetings.

Library's Director's Report:

NHPDIP and NAF Report reviewed and accepted.

Collection Development Program will be discussed at the next meeting.

The Library's Insurance coverage has been updated in the last 6 months to reflect more current values.

Emily asked if the Staff could review other Town's library Websites to gather information which may be relevant to our needs.

Next Meeting January 18, 2006 5:00 pm

Meeting adjourned at 5:15pm

Respectfully submitted,
Steve Miller, Sec

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting November 21, 2005

The meeting was called to order at 5:00 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec)

Susan Babb and Katie McDonough met and explained their role in facilitating our Long Range Planning Committee (LRP) meetings. They went through their Orientation Agenda and explained how the process works and gave input as to the makeup of the Committee. The Contract for their services was signed and a tentative schedule over the next few months was discussed. The discussion ended with a tour of the existing Library.

The Regular Monthly Trustees Meeting began at 6:25 p.m.

Minutes of the October 20, 2005 and November 9, 2005 were approved as amended. Discussion of minute taking of Board Meetings took place. It was agreed by all to begin using a tape recorder, beginning with the December meeting, to aid in the preparation of the minutes of our meetings.

Treasurer's Report:

33.33% of Revenues have been received and 33.33% of expenses have been spent to date. Report submitted and reviewed

Old Business:

Discussion regarding the Craig Meeting Room; Board felt it would be OK for Pam to book groups through May of next year. This will allow LRP Committee to complete their report.

Insurance Review: Pam reported the Library building could be undervalued. Linda to send a letter to Selectmen requesting an update of property and Building evaluations.

Parking Lot: The current signs cannot be moved according to Public Works Director Bob Strout. The height is set by regulations. Board asked Pam to obtain quotes for Children's sign similar to the one in the catalog and purchase the most economical one.

Librarian's Report:

The NAF Report was presented and reviewed

Report on Staff Meeting was presented

The luncheon with the Friends and Volunteers will be December 21 at 12:30 pm

Pam will be on Vacation December 22-31

Next Trustees Meeting December 21, 2005, 2:00 pm, after luncheon

New Business:

Makeup of Long Range Planning Committee: Pam presented a list of names of people who have expressed an interest in serving the Library. Susan and Katie had made suggestions regarding the typical makeup of committees they have dealt with. It was felt that maybe 20 people would have to be asked to get a committee of 15 people max.

Each board member should come to the next meeting with a list of potential members.

The Collection Development and Maintenance Policy will be reviewed at the January Trustees Meeting

A request to enter into non-public session was accepted at 7:40 pm to discuss a personnel matter. The Public portion of the meeting was re-opened at 8:20 pm

Meeting adjourned at 8:25 pm

Respectfully submitted,
Steve Miller, Sec

Revised December 10,2005

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting November 9, 2005

The meeting was called to order at 5:00 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec) and Lorreen Keating(Children's Librarian).

Lorreen presented a handout entitled "Utilization of Craig Room Space". In this handout she outlined four areas she thinks should be considered before we proceed with the approved plan to move Lorreen into the Craig Room.

Although Office vs. Children's Services Desk: Lorreen thinks these are two distinct functions ~~and~~ the combination of this area into the Craig Room would allow for the interaction with the children; however it would take away her ability to help with the front desk along with a quiet space to do her planning. Another concern of hers is she is most likely to be asked to help older children and parents locating materials, but her proposed office would be off the younger children's area, an area often noisy with play activities.

She also felt if we were to proceed with the plan, it would be her recommendation to hire a consultant to evaluate the optimum use of the space.

A motion was made and seconded to re-evaluate moving Lorreen into the Craig Room. Vote unanimous.

Susan Babb sent a formal Proposal to Linda for facilitating the Long Range Planning Committee. The terms were as approved previously. Linda will review and return a signed copy prior to our November 21 meeting so that Susan can attend and conduct the Pre-Meeting.

Meeting adjourned at 6:10 pm

Respectfully submitted,
Steve Miller, Sec

Revised November 17, 2005

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting October 20, 2005

The meeting was called to order at 6:35 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

Minutes of the September 21 meeting were approved as revised.

Treasurer's Report:

26.4 % of the budget has been expended with the budget year 25% complete. The report was accepted as presented.

A request to enter into non-public session was accepted at 6:45 pm to discuss a personnel matter. The Public portion of the meeting was re-opened at 7:05 pm.

Upcoming meeting Dates:

Meeting with Lorreen: Wed Nov. 9, 5:00 pm
Next Trustees Meeting: Mon. Nov 21, 5:00 pm

Proposed Budget for 06-07:

Emily indicated the Town is asking Department Heads to hold expenses to 3% for those expenses that they can control. Pam presented the proposed budget with a 3.5 % salary increase along with handouts showing a 3% salary increase for salaries only. Health Insurance premiums and fuel oil costs are exceeding the 3% increase substantially however we have no control over those costs.

Also within Pam's proposed budget ^{were:} ~~is a new technology position for 6 hrs per week,~~ ^{additional on back.} a job that Pam anticipates Barbara will handle, along with a bookkeeper for 4 hrs per month and a page for 4 hrs per week.

The vote was unanimous to include these additional positions in the proposed budget.

The budget as presented will be submitted to Mike Pardue and the Budget Comm.

Emily gave Pam two handouts, ("Your Public Library is an Amazing Value" and "Is Your Money Working for You") she retrieved from the Stratham Library's web site. Emily asked Pam if she would adapt the two handouts to reflect our Library's figures and try to have it ready to present at the budget hearing.

Long Range Planning.....Facilitator:

Pam and Linda presented references received from Susan Babb along with an outline of the Long Range Planning Process. Emily now felt comfortable with the references and feedback from those contacted. Everyone was OK with hiring Susan & Katie McDonough to be our Facilitator with funding coming from the Hobb's Fund Vote Unanimous.

Librarian's Report:

NAF Report presented along with the report on the NHPDIP. The PDIP account made 600.00 dollars this month. Pam presented a brochure on folding chair storage units to be place in the side entry area. This unit would save considerable space from the current unit. The cost would be 400.00 dollars and come from book sale money. Vote was unanimous to purchase this unit.

The ^{PLA} National Public Library ^A Conf. Will be in Boston this year. Pam would like to attend along with her staff. It was felt that the expense could be paid from the book sale money and be up to 1000.00 dollars. The Conf is March 21-25, 2006. Vote unanimous to spend up to 1000.00 from book sale money for Pam and staff to attend.

Pam needs to purchase two additional computers to replace ones currently broken. The cost would be 1986.00 dollars and be paid out of the Fuller Fund. Vote unanimous.

Holiday Hours:

Veteran's Day: Fri Nov 11, Closed

Thanksgiving and Day after: Thurs and Fri Nov 24 & 25, Closed

Christmas: Sat, Sun, & Mon Dec 24,25,26 Closed

New Years: Sat Dec 31 Open 10:00 to Noon

Sun, Mon Jan 1,2 Closed

Luncheon with Friends and Volunteers Dec 21 time to be determined

Meeting adjourned at 8:20 pm

Respectfully submitted,
Steve Miller, Sec

Revised November 5, 2005

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting September 21, 2005

The meeting was called to order at 5:00 pm. Present were Pam Schwotzer (Director), Linda Hillier (Chair), Emily Creighton (Treasurer), Steve Miller (Sec.)

Phil Wilson, Chm of the Planning Board, and Laurel Pohl of the Long Range Planning Committee, were present to give the Trustees an update on the Master Plan and Capital Improvement Plan (CIP) Updates. Phil passed out a copy of the current CIP. The vision and community services and facilities(CSF) sections are being updated. On November 9 and 16, forums are scheduled to receive public input after the survey results have been tabulated. They estimated that they will be able to submit a copy of the Draft of the CSF for the Library so that we may review it at the October Trustee meeting.

Minutes of the August 17 and September 7 meetings were approved as amended. Vote unanimous.

Treasurer's Report:

A new line item in the report will be added to facilitate a Flexhealth payment plan currently being used by one Library Employee where an employee has the premium taken out of his/her checks and sent to the insurance co. This plan is available to all employees. At the end of the year, this line item will have a zero balance.

The damage to the phones caused by lightning has made the Maint/Plant line item to be at 85%. Insurance did not cover due to high deductible.

The report was accepted as presented.

Old Business:

The Warrant Article for the 2006 Town Meeting will read as follows:

“To see if the municipality will vote to establish the Library Capital Reserve Fund for the planning and construction of a Library addition or new Library Building and to raise and appropriate the sum of fifty thousand dollars(\$50,000.00) to be placed in this fund; further to appoint the Library Board of Trustees as agents to expend from this fund.”

Mike Pardue, Town Administrator, sent Pam a CIP questionnaire regarding the Library. Each line item response was discussed and filled in. Pam will draft the response and send back to Mike.

Long Range Planning:

Pam spoke with a Boscawen representative who has worked with Susan Babb and Katie McDonough. They said Susan & Katie worked well together. She also spoke with Elizabeth Ives. She has served as a facilitator twice, but only in her own town. Pam was asked to contact towns in northeastern Mass., where Susan has done a lot of work. Emily concerned with Susan's resistance to give names of towns she has worked in. Linda will contact Susan to see if she can attend our next meeting.

Meeting Room:

Continued discussion on moving Loreen into the Craig Meeting Room. If the compromise plan is approved, she would take over approx. 1/4 of the room for her desk with the partition being renovated to install a door into the Children's area. It was felt that most uses of the room could continue under this plan. Vote was unanimous to move Loreen's desk into the Craig Meeting Room and to take up to 25% of the room's space.

Budget Comm. Meeting:

Meeting with the Budget committee November 1 @ 7:00 pm. Pam presented a preliminary budget for our review.

Librarian's Report:

Upcoming Programs: October 5 Refined to Real Food, 7 pm
October 16 Knitting with Beads, 3:45 pm

Pam presented her 2005-2006 Goals & Objectives for discussion. She was still unsure of the format requested by Emily for this. Emily stated that the format was up to Pam. Her request was for Pam's goals for the next year, not how she was going to accomplish them. Discussion followed as to what a request such as Emily's should produce in terms of a written document. Linda reported that she has spoken with both Sue Palmatier of the New Hampshire State Library and Lil Edelmann, President of the New Hampshire Trustees Association about how library goals should be set. Sue said that they should come from Long Range Planning Committees. Lil agreed and added that goals could also come from Trustees and Directors working together, not from the Library Director alone. Emily stated that a budget without vision and strategic plan for the next year is essentially routine maintenance of the library and not proactive management. Linda & Pam felt that this was micro-managing. Emily disagreed, again stating that as the Director of the library, Pam should have a vision of where the Library should be over the next few years. Steve felt that it was important to have goals and to aspire to accomplish those goals.

Linda felt that this topic needs further discussion, possibly in executive session.

Next meeting October 19, 2005 at 5:00 p.m.

Meeting adjourned at 8:30 pm

Respectfully submitted,
Steve Miller, Secretary

Revised October 8, 2005

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting September 7, 2005

The meeting was called to order at 5:15 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

Linda brought up the date for the meeting with the Budget Committee regarding next year's budget, traditionally held the week before Thanksgiving. She will contact them to see if it can be moved to November 9th, 2005.

A brief discussion regarding the facilitator literature provided by Susan Babb was held. She had sent Pam & Linda an overview of a typical project using a facilitator. Emily asked if Linda would do a reference check on Susan. Pam will check with the Boscawen Library as they had recently used Susan as a facilitator. She also asked if there were any others who provide this service. Pam will call Elizabeth Ives to see if she had any recommendations or suggestions for possible facilitators. Emily also asked Pam to call other Librarians who have recently had a Warrant Article written(such as Judy Haskell in Hampton Falls) for wording and their after the fact insights.

Warrant Article: The idea of setting up a Library Capital Reserve Fund to be included in the Town Warrant for the March 2006 Town Meeting was discussed. We all felt it was important to start the process of funding the construction of a new Library whether it is an addition or a new building. It would also help to begin the process of public awareness to the space problems with the current building. There was further discussion as to the amount to be included in the Article. Linda felt that \$25,000.00 was a reasonable amount and could not justify a greater amount. Emily would like to start with \$50,000.00 as she felt that \$25,000 doesn't go too far in today's economic environment and \$50,000.00 would add about 6-cents per thousand to one's tax rate. Steve agreed that \$50,000.00 would be a good starting point keeping in mind that labor and material costs are rising every day. Linda agreed to the \$50,000.00 and a vote was taken to include \$50,000.00 in the Warrant Article. Vote passed 3-0.

Emily requested a change of the agenda structure for the Trustee's meetings. To ensure adequate time for policy issues, she suggested that the Librarian's Report follow New Business.

Meeting adjourned at 6:10 pm

Respectfully submitted,
Steve Miller, Sec

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting August 17, 2005

The meeting was called to order at 5:05 pm. Present were Pam Schwotzer (Director), Linda Hillier (Chair), Emily Creighton (Treasurer), Steve Miller (Sec.)

Pam presented a possible layout for the Meeting Room. The layout involved the installation of partitions to create an office area for Lorreen facing the current Children's Area. This layout would take up less than ¼ of the current Meeting Room space. All agreed that this was worth considering as the discussion on use of this room proceeds.

At 5:15 p.m. the meeting entered into executive session to discuss a personnel matter.

At 5:25 .m. the meeting was opened back up to the Public.

The Minutes for July 13, 2005 were discussed and approved as presented.

Treasurer's Report was submitted and reviewed. To date 8.33% of the budget has been expended.

Library Director's Report:

NAF Report: The report for July was submitted, reviewed and accepted.

Pam met with Nikki Pellenz, a representative of TD Banknorth, to discuss the possibility of better investments within the PDIP Account. Their current money market rate is 3.5%. Pam called NHPDIP and our current rate with them is 3.23%. It was decided that for that small difference we would stay with NHPDIP.

Emily suggested that the Trustees use the Town's investment policy as an example for a Library's investment policy.

NHPDIP: Report reviewed and accepted: The account made 540.38 in interest last month.

By-Law changes as discussed and changed at the July meeting were presented in final form. It was moved and seconded to approve the By-Law changes. Vote was unanimous.

Mr. Tillinghast sent a check for 1000.00 out of his personal account to bring his annual contribution in the name of his wife to 3500.00. Pam will send a thank-you note.

Other checks received this month were 3386.42 from the Hobbs Family and 250.00 from the Lois Moore Fund. Steve will send a thank you note to the Moore's. Pam will provide him with the address.

Pam reported that she had responded to Laurel Pohl's e-mail for Library information (a breakdown of salary and benefit) that would be part of a spreadsheet being developed for the Town's Capital Improvement Plan.

Emily relayed that Laurel Pohl called to request a copy of our Capital Reserve Warrant Article for March 06 ballot and a list of capital improvement needs envisioned for the next 6 years. Emily asked Laurel to send this request by email to the Director of the Library.

Further discussion on the use of the meeting room for Children's programs took place. The Trustees are still reviewing the alternatives for expanding the Library into the Meeting Room. Of great concern is the effect on the Adult Programming.

However, with regard to the use of the room by groups outside the Library, every one believed that community building was important but did not agree on its priority.

Emily and Steve perceived that the Library's first priority is to ensure the staff's ability to effectively perform their duties to fulfill the library's core mission (providing library services) while Linda feels that the priority also includes community building. She would like the community, including the Long Range Planning Committee, to give input into the discussion about the meeting room. All felt that the layout presented by Pam at the beginning of the meeting was a good compromise plan and worth further discussion.

Long Range Plan: Discussion of using a Facilitator to guide our Long Range Planning Committee took place. All thought this was an excellent idea as it would be an independent voice that could keep the meetings going in the right direction. Pam will contact Elizabeth Ives and Katie McDonough for availability and costs. Pam will also develop a list of community members who have expressed an interest in serving on this committee.

Director's 05-06 Policy Objectives:

A Disaster Plan needs to be developed. Pam reported that she believes the School Plan, exclusive of the Seabrook Power Plant, has students coming to the Library in the event of a problem at the school. This needs coordination with the school and town.

The Technology Plan needs updating

Pam is developing a Marketing/Public Relations Plan for the Library.

Emily asked Pam to develop a 2005-2006 Plan of Objectives for the library. This plan will list objectives for each of the library departments. Pam expressed that she was not clear of what was being asked. Linda suggested that Pam write objectives for three departments for the next Trustee's meeting.

New Business:

The Trustees send a Thank You to the Miller Family for their work on the Friend's Clambake Fundraiser for the Library.

Everyone felt that the "Brainstorming" session with the Friend's on Monday August 15 went very well with the prioritizing of items being very helpful as we move forward with the Strategic Plan.

The "Watch Out For Children" signs in front of the Library were discussed as far as more visual placement. Pam will discuss with the DPW Director and the Building Inspector. Also, Parking in general at the Library was discussed especially during times when the lot is full. Emily will speak to the BOS and Police about the possibility of parking on the grass toward the west.

At 7:35 p.m. the Public Meeting was closed and the Trustees entered into executive session to again discuss a personnel matter. The executive session ended at 7:40 p.m.

Next meeting September 21, 2005 at 5:00 p.m.

Meeting adjourned at 7:41 pm

Respectfully submitted,

Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting July 13, 2005

The meeting was called to order at 5:10 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

The Minutes for June 15, 2005 were discussed and approved as presented.

Treasurer's Report was submitted and reviewed. To date 98.5% of the budget has been expended. Fuel oil prices for next years pre-buy still needs to be paid for. Pam is waiting for the Town to put out their Bid Package. This will have to come from this year's money. The report was approved as submitted.

Library Director's Report:

NAF Report: The report for June was submitted, reviewed and accepted. The end of year balance is \$13,951.99.

Pam will be meeting with a representative of TD Banknorth to discuss the possibility of better investments within the PDIP Account. She will report back at the next meeting.

NHPDIP: Report reviewed. Pam reported that she spoke with a representative of NHPDIP regarding Credit Protection. The person indicated that the full amount of our account is protected.

By-Law changes were discussed, continuing our discussions from last month's meeting. Changes were discussed and Pam will amend the by-laws to reflect those changes and post a copy ten days prior to our next meeting so a vote can be taken at the August meeting.

Survey Results: Additional (2) surveys were received. A few of the respondents would like us to increase the hours we are open on Sat. One thought was to increase the hours during the school year and revert back during the summer months.

A meeting with the Friends was discussed and it was thought that we may be able to meet with them at their next meeting scheduled for August 15, 2005. Our next Trustees meeting will be on August 17, 2005 at 5:00 p.m.

The Book Sale is scheduled for the week of August 22, 2005.

The summer page position has been given to Kathryn Hansen. All present approved of her hiring.

The town Long-Range Planning Committee is developing a Survey and will be in the next newsletter.

Pam presented a sketch of moving the Children's program into the Craig Room Pam to review more and possibly set up chairs to see if Adult Programming can still have enough room. Lorreen was very excited about the possibility of gaining more space for her materials. We still need to discuss further the ramifications of a move such as this.

Emily reported that the Sidewalk Kids had met with the Selectmen. They are pursuing a grant for construction of a sidewalk from the School to the Library.

Strategic planning books were handed out. The Trustees need to start thinking about appointing members from the community to serve on this important committee. Page 281 of the book gives some ideas about this subject.

Next meeting August 17, 2005

Meeting adjourned at 7:30 pm

Respectfully submitted,

Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting June 15, 2005

The meeting was called to order at 5:12 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Steve Miller(Sec), Dottie Dalrymple, Friends.

The Minutes for May 26, 2005 were discussed and approved with the following revisions:

Pam will draft changes to our policies for review at a future meeting instead of at the July meeting.

For the Luncheon in December, we will invite the Board of the Friends.

Treasurer's Report was submitted and reviewed. To date 89.1% of the budget has been expended. Fuel oil prices for next years pre-buy may go up \$800.00 to \$3300.00. This will have to come from this year's money. The report was approved as submitted.

Library Director's Report:

NAF Report: The report for May was submitted, reviewed and accepted.

NHPDIP: Report reviewed and it was noted we need more information on Credit Protection. Pam will follow up.

A summary of the most recent Staff Meeting was presented and reviewed.

Meeting now open to hold a Public Hearing on Gift Monies and Expenditures.

A Gift Monies spread sheet was presented and reviewed. It was moved and seconded to approve the income and expenditure report as presented. All were in favor.

A lengthy discussion was held on changes to the By-Laws. Some of the proposed changes are to bring us into line with the State guidelines and others are to bring items more in line with how our business is conducted. It was decided that additional discussion will take place as unfinished business at the next meeting.

Town appropriation funds are on line for the end of the year.

Draft of new Meeting Room Policy was presented. Dottie feels we are in a position where we need to look at moving some of our Day to Day operations into this room due to space problems in the other parts of the Library. She feels the Public needs to get a first hand look at our space problems. Pam and Linda feel that this would be an end to our "Programs" as they should not be held outside of

the Library. It was decided that this topic needs further discussion at our next meeting when Emily is back.

Initial discussions on the need to start a Capital Reserve Fund for a new Library were held. This would need to be on the Warrant for the March 2006 Town Meeting. Dottie also felt that a portion of the money the Friend's raise should also go toward a new Library.

Next meeting July ¹³/~~16~~, 2005

Meeting adjourned at 7:35 pm

Respectfully submitted,

Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting May 26, 2005

The meeting was called to order at 5:00 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

The Minutes for April 20, 2005 were discussed and approved as written.

Treasurer's Report was submitted and reviewed. To date 83.3% of the budget has been expended. The report was approved as submitted.

Dates for the next two meetings were discussed. It was decided that the June meeting will be on the 15th at 5:00 pm. Emily will not be present as she will be out of town. The July meeting will be on the 13th at 5:00 pm.

At 5:09 pm it was moved and seconded to enter into Executive Session to discuss a personnel issue.

The Executive Session was adjourned at 5:30 pm at which time the meeting was opened back up to the public.

The roles of the Trustees and Director were discussed in terms of "who should handle it". A checklist involving various items were reviewed as to who is primarily responsible for the specific task. The checklist was filled out and discussed and all were in agreement with "who should do what".

Library Director's Report:

Pam has sent a note to the Carroll family thanking them for their recent gift to the Library.

NAF Report: The report for April was submitted and reviewed.

Year End Report was presented. Proposed expenses were listed as follows:

1. Two new desk top computers
2. Additional purchases of books for Adults and Juveniles.
3. New shelving for books
4. New shelving for DVD's and Audio CD's
5. Storage shelving in the attic. Would need to hire a Carpenter.

Pam suggested using money from the budget to handle items 1, 2 and 3 and the NAF Fund to handle items 4 and 5. All agreed to have Pam proceed as presented using the cost estimates she has obtained for these items.

Long Range Plan:

Goals and Objectives for the Library moving forward were discussed. The need for a new building or an addition to the current one to alleviate space issues in the present Library is very important to the future of the Library. The need to draft a Warrant Article for the 2006 Town Meeting to set up a Capital Reserve Fund for this purpose was agreed to. In the interim, Emily proposed utilizing the meeting room space for the Children's Librarian, which, if implemented, would mean that outside groups using the meeting room would have to find another space to hold their meetings. This would also help to make the general public aware of our space problems. A written copy of Emily's thoughts are attached to these minutes. After our discussion regarding this topic at the July meeting, it was felt that a separate meeting in August should be held to devote more time to this important issue. In the meantime, Pam will order two more books on "Planning for Public Libraries".

Pam to develop draft changes to our Policies for review at our July Meeting.

It was decided to hold a Luncheon in December to honor the Library volunteers and members of the Friends of the Library. A tentative date of Wed. December 21, 2005 was set.

Next meeting to be June 15, 2005 at 5:00 pm

Meeting adjourned at 7:30 pm

Respectfully submitted,

Steve Miller, Secretary

Subject: Departing Thoughts

From: "Emily Creighton" <SODIUMC@comcast.net>

Date: Tue, 31 May 2005 21:37:21 -0400

To: "L. Hillier" <Lphillier@aol.com>, "Steve Miller" <sjm16@comcast.net>, "Pam Schwotzer" <nhpl@nhplib.org>

Hi All,

Just wanted to let you know that I'm off tomorrow and to leave you with a few thoughts:

I. Moving the children's area and Lorreen to the back conference room - This does not have to be a sudden move. I spoke with Pam today and asked her to consider scheduling presentations with the different organizations in town. She could prioritize her presentations beginning with organizations that use the conference room.

Her presentation might show them photo's/slides/PowerPoint presentation of the cramp quarters, explaining the lack of space, the yearly survey findings of what residents want, our struggle to work with what we have, our frustration about the likelihood of a new library or even an expansion and how we find ourselves without much choice but to move into that conference room within six months. That way, organizations/residents will become aware of our dilemma and will not blame the library for taking over the space. Change is never well received, but if explained, people will adjust.

These presentations would give Pam more exposure in the community while spreading awareness of our situation.

It is my belief that if we do not force the reality of our situation on residents, the existing perception of the library (being okay the way it is) will remain. Meetings must not come before our library's core services. One meeting area will remain and the book club and the Friends would have priority. We may want to restrict meetings to day time only for this meeting room.

II. I also asked Pam to consider developing a fact page (age of building, etc.) so that we would all have the same info to support our perception that we are in need of more space/new quarters when we talk to people. Pam may also want to use the fact page as a handout at presentations.

These are only thoughts and you are welcome to make a copy of this email and make it part of the minutes if you choose.

III. I completed May's Treasurer's report and Pam will be passing it out at your next meeting.

IV. My email account is set-up to retrieve my emails from any computer; so please keep me in the loop.

Emily

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting April 20, 2005

The meeting was called to order at 5:00 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

The Minutes for April 6, 2005 were discussed and approved.

At 5:05 pm it was moved and seconded to enter into Executive Session to meet and discuss a personnel matter with a staff member.

Meeting opened back up to the Public at 5:45 pm

Next meeting to be May 26, 2005 at 5:00 pm

Meeting adjourned at 5:46 pm

Respectfully submitted, Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting April 6, 2005

The meeting was called to order at 5:05 pm. Present were Pam Schwotzer(Director), Linda Hillier(Chair), Emily Creighton(Treasurer), Steve Miller(Sec).

Motion made and seconded to name Linda the Chairperson, Emily the Treasurer and Steve the Secretary for the coming year.

The Minutes for February 14, 2005 were discussed and approved. The "Meeting Room Policy" to be discussed again at the May meeting. The Treasurer Report was reviewed and approved for February and March.

Library Director's Report

1. Upcoming Events:
 - a. April 13 "Estate Planning"
 - b. May 4 "Getting Published"
 - c. May 19 "Poetry w/ John Perrault"
2. Book Brunch each morning Library Week
3. Staff meeting minutes submitted for March and April

NAF Report and NH PDIP reports were reviewed and accepted. Money for new shelving may be taken from the NAF account.

Survey's - Results were presented and discussed. Analysis of the results will be discussed at a future meeting.

Other Business: Pam will update the emergency call list.

Bank Signatory Forms need to be signed by all trustees

Moved and seconded to enter into Executive Session to discuss a personnel matter.

Meeting opened back up to the Public at 7:00 pm

Next meeting to be May 26, 2005 at 5:00 pm

Meeting adjourned at 7:05 pm

Respectfully submitted, Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, February 14, 2005

The meeting was called to order at 1:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The Minutes for January 24 and **The Treasurer's Report** for January were accepted. We discussed the need to have adequate funds at the end of the fiscal year in June in order to cover the first ADP payrolls in July.

The Library Director's Report:

1. Upcoming Programs:

- *February 16 - "White Coming, Black Going," 7 pm
- *February 22 Genealogy, led by Susan Tidd, has been divided into two sessions (5:15 and 6:30,) because of the large number of sign ups.
- *March 9 - Celia Thaxter's Garden, 7 pm

2. **NAF report** for January was accepted. A check for \$3431.07 has just been received from the Hobbs Fund and will be deposited in the NAF account. All expenses from the survey will be taken from that account.

3. **Fire Alarm Monitoring** system has been installed. Pam will contact the Fire Chief to see if we should be adding a carbon monoxide monitor.

4. **Survey update:** The survey has been mailed in the North Hampton Community Newsletter to each home in town. As of February 11, fifty-one surveys have been returned. Emily suggested that the survey results be reported in the next Community Newsletter. Pam will see if a reminder about returning the survey could be posted on the sign in front of the Town Office Building. She will also ask Red Mabey, Building Inspector, about the possibility of a separate sign for the library.

5. **Meeting Room Policy** needs to be revised to be more specific about non-public use. We will discuss it again next month. Pam will ask the other Cooperative librarians about the non-public use of their meeting rooms. During this period when the Town Hall is unavailable, we will be more flexible in the use of our meeting room.

Other Business: Since Rich, as Chair, is leaving the Board, another Trustee needs to co-sign for the **library credit card**. Emily, as Treasurer, will sign. Pam will also inquire if Bank of New Hampshire (where our accounts are held) will issue the library a credit card.

Rich gave his thoughts about the Library's next steps if the Architectural/Engineering warrant article passes.

We ended in the Meeting Room with a celebration for Rich Goeselt, honoring him for his eight years of dedication to the Library as Trustee and as Chairman. We thank you, Rich, for your hard work and vision and wish you well in your next pursuits.

Next Meeting: A date will be scheduled after the new Trustee is elected on March 8.

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, January 24, 2004

The meeting was called to order at 1:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The Minutes for December 13 and December 29 and **The Treasurer's Report** for December were accepted.

The Library Director's Report:

1. Upcoming Programs:

- *Preschool Story Times begin again Feb. 1- (Lorreen)
- *Book Worms, new program for elementary age, began Jan. 19 (Susan)
- *Wed. Feb. 16, 7 pm: "White Coming, Black Going," program about penguins by photographer Terry Donsker (Pam)
- *Tues., Feb. 22: Genealogy Workshop (Susan)
- *Wed. March 9: Celia Thaxter's Garden, slide show (Pam)

2. Update on staff minor surgery

3. NAF Report for December was accepted.

4. Seacoast Libraries sponsoring "Seacoast Reads," featuring books and authors of the area, February - May

5. Fire Alarm and Panic Alarm Monitoring: Eastern Alarm will set up the new system by Feb. 2. Pam will call to remind them. The cost is \$24.95 per month. We voted to add daily monitoring of the system for an extra \$10.00 monthly.

6. Library Survey is now at the printers. Pam has sent up a Business Reply Mail Account for \$150. We will use the mail permit of the Friends. Each reply will cost 97 cents, so patrons are encouraged to drop the surveys off at the library.

7. Free Subscriptions: Northpoint Realty will sponsor and pay for nine magazines of our choice, also the addition of a floor-standing rack.

8. Role Prioritization Results: Exercise done by Trustees and Library Director. Highest points (%) were given to the roles of Recreational Reading and Viewing Center for Adults 18.25%; Children's Reading and Viewing Center 17.75 %; Community Center 13.25%; Information Agency and Adult Independent Learning Center 13.25%; and Interlibrary Access Point 12%.

Other Business:

1. We voted to make official the mission statement drafted in September.
2. Performance Review for the Director: Pam and each of the Trustees will fill out the performance evaluation before the Trustees meet in Executive Session Wed. Feb. 9 at 1:30 to finalize it.
3. Rich discussed his views about the budget process and about the Board after his term ends.
4. We discussed a thank-you celebration for the Friends. Emily will check on the date of their next meeting.

Executive session (for personnel issues): Wed. Feb. 9, 1:30

Next regular meeting: Monday, February 14, 1:30 pm

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, December 13, 2004

The meeting was called to order at 1:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The November Minutes and The Treasurer's Report for October and November were read and accepted.

The Library Director's Report:

1. The Non-Appropriated Funds Report for November was distributed.
2. Fire Alarm Monitor Update: Still no response from the company which installed the panic alarm. (Should we check to be sure that this company is available in case of emergency?) ADT required the installation of a new system. We decided to use Eastern Alarm and Communications, Inc., which will work with our current system. They will connect the fire alarm master control panel to the burglar alarm panel for 24-hour central station monitoring, also program and test both systems to the central station. Initial cost for labor, wire, and miscellaneous materials is \$560, which will be taken from our present budget. Because we have already reduced the proposed 2005-2006 budget and because we did not learn until recently that The Fire Department will no longer be monitoring the fire alarm, we will ask if the budget committee will allow us to exceed the 3% allowable increase by .14 to pay (\$420) for the monitoring of the system. Pam will ask if Eastern Alarm will waive the additional \$10 monthly fee for daily testing of the library system if other town systems contract with their company.
3. Budget Revision: Because of the Budget Committee's request to lower our proposed 2005-2006 budget increase to 3%, we made cuts totaling \$1300 to the following accounts: Continuing Education, Advertising, and Nonprint Reference. The total proposed budget increase is 3.14% (See notes above concerning fire/burglar alarm monitoring.)
4. Survey and Mailing Information: We revised the survey, which will be mailed with the community newsletter in February. Expenses, to be taken from non-appropriated funds, include \$150 for a return postage permit and a fee for each survey returned by mail. Surveys may also be returned to the library. Pam will ask the Friends to use their bulk mailing permit.
5. Patron safety in the parking lot: Bob Strout will observe the parking lot before and after story times this week.
6. Role Prioritization: Pam will tabulate our results and also ask The Friends to give their input.
7. How to thank The Friends: Maybe a special recognition in February, possibly around Valentine's Day.
8. The updated Vision for North Hampton Public Library was distributed.

Warrant Article for the architectural study of the municipal complex: The MFAC is submitting a warrant article for \$75,000 and will have a final report of their recommendations in January.

Sidewalk from the school to the library proposed by Can Do Sidewalk Kids: One member supports the warrant article in order to promote discussion of pedestrian safety on Atlantic Avenue.

We decided not to propose a reserve fund for a new library. To be effective, a reserve fund should be started several years before it is needed.

Next Meeting: January 24. 1:30 pm
Respectfully submitted, Linda Hillier, Secretary

On Dec. 29, 2004 a special meeting was held to discuss a warrant article for professional architectural services for the design and space planning of the Municipal Complex. Present were Pamela Schwotzer, Richard Goeselt, Emily Creighton, Linda Hillier, also Judy Day and Jane Palmer from the Municipal Facilities Planning Committee.
Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, November 22, 2004

The meeting was called to order at 1:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The Minutes of the October meeting were read and accepted with one addition: Emily suggested writing a warrant article designating 239 Atlantic Avenue for a new library. Rich is going to meet with an architect about estimated costs for a schematic plan and estimated costs for the entire library project.

The Treasurer's Report will be reviewed at the next meeting.

The Library Director's Report:

1. Update on building repairs: Red Mabey, Town Building Inspector, is arranging for a carpenter's estimate for ceiling installation over the closet. The electrician is coming this week to install the heat tape.
2. Budget: Final version, dated 11/17/04, was distributed. Note increase in heating oil.
3. Personnel Policy changes were made to reflect the changes in wording in "Health Benefits" and "Retirement," as decided at the September 23, 2003 Trustees meeting.
4. Discussion about Conscience Jar to replace overdue fines: Pam will ask for feedback from other area Library Directors at their next Coop Meeting.
5. F.Y.I.
 - *The library recently received a Fuller Foundation gift of \$1000. Linda will write a thank-you note.
 - *A draft of the 2003-2004 Annual Report was approved with the addition of wireless technology.
 - *Pam will take vacation January 10-14 (5 days.)
 - *The October NAF was accepted.
6. Correspondence:
 - *Can Do Sidewalk Kids, a group of fifth graders from NHS, are asking for the Board's support for a warrant article for the construction of a sidewalk between the school and the library. The project already has the endorsement of The School Board. Some safety concerns were raised during our discussion, so we did not vote to support the effort. We will discuss it again next month.
 - * Alarm Monitoring: Tom Lambert, Fire Chief, has informed us that the Fire and Rescue Department will not longer monitor and service the Municipal Fire Alarm System, which includes the Library. Pam has called the company which installed the panic alarm in 1998 but has not heard back. She will call ADT (Security System) to see what services they provide in monitoring heat and smoke detectors. Should we buy new ones? She will also call R.B. Allen for suggestions. Rich will meet with the security representative when he/she inspects the library.
7. Sick Day Policy Survey Results: Pam received responses from five libraries. No libraries pay for sick days upon termination. Numbers of sick days per year and the accumulation of sick days varied.
8. Individual Staff Goals from five staff members were distributed.
9. Staff/Volunteer/Trustee Luncheon, Wednesday, December 15, 12:30. The Trustees will provide two lasagnas from Turgeonelli's. Linda will order and pick up. Discussion about how to thank The Friends will be continued next month.
10. **Library Vision** prepared by Pam for the MFAC: We will read the document for our next meeting.

Parking Lot Safety: At a recent meeting of the Friends of the Library, Lee Kierstead expressed concern for the safety of patrons in the parking lot, especially before and after children's events. She will be addressing these concerns at the B.O.S. meeting this evening. On behalf of the Trustees, Emily will suggest that Brian Page, Police Chief, and Red Mabey, Building Inspector, look into the problem.

March Town Warrant: Emily reported that a town cannot vote to designate land for a particular use. Rich reported that the MFAC has not yet decided on a recommended plan. Do we start a capital reserve fund for the library?

The meeting was adjourned at 4:15, when we went into Executive Session to discuss personnel issues. At 4:20 we adjourned the Executive Session, at 4:21 the regular meeting.

Next Meeting: Monday, December 13, 1:30 pm

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, October 18, 2004

The meeting was called to order at 1:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary). Also present were Judy Day and Sue Spencer.

Judy Day and Sue Spencer came to the meeting to encourage us to prepare a warrant article concerning the library and the adjacent land. Judy also requested the Vision of the Library by January. We discussed the library's needs in relation to other town priorities and need to know what is happening with them before we determine our next step.

The Minutes of the meetings of September 13, 20, and 24 and **The Treasurer's Report** were read and approved.

The Library Director's Report:

1. Pam distributed copies of the Safety Survey follow-up, which was sent to Mike Pardue. Repairs to be boiler room and attic are necessary. Pam will be in touch with the Building Inspector. A drop cloth has been spread in the attic to collect any water that may come from a roof leak. Pam will call the electrician again about the heat tape.
2. Upcoming Events:
 - *Illusions of Grandeur (Victorian magic) Oct. 20, 7 pm
 - *Retirement Investing Oct. 27, 7 pm
 - *Holiday closings - November 11 and 26
December 24-25, 30-31
 - *Holiday Luncheon for staff, volunteers, and Trustees will be Wed. Dec. 15, 12:30. The Trustees will order two lasagnas from Turgeonelli's. The cost will be taken from library funds.
3. Staff Annual Review
4. Pam's vacation: Dec. 20-23 (4 days)
5. Updated Year End Report and Budget Notes (2005-2006) were distributed. Slight changes noted in budgeted salaries and health insurance, with an overall 4.83% increase.
6. Pam reported on her survey of meal break times (for comparison with our Personnel Policy) and salaries in other local libraries and distributed charts.
7. The Non-Appropriated Fund report for September was reviewed.
8. We reviewed the list of long-range goals brainstormed by the staff. Next month we will discuss the suggestion of eliminating fines.
9. Trustee goals: Each of us will fill out the Library Role Prioritization Exercise before the next meeting and be prepared to discuss it.

Next Meeting: November 22, 1:30 pm
Respectfully submitted, Linda Hillier, Secretary

Linda Hillier

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, September 24, 2004

The meeting was called to order at 11:00 am. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The purpose of the meeting was to give final approval to the budget for 2005-2006 and to approve changes in The Personnel Policy. We did not review Minutes or a Treasurer's Report.

Budget: We approved modifications to the budget previously discussed. Overall proposed increase is 4.76%. Pam will submit the budget to the Town.

Personnel Policy

1. Approved: New full-time employees will receive two weeks vacation after the first anniversary date. All employees will now be granted vacation time according to their anniversary date, not according to the calendar year.
2. We discussed sick and personal days. Currently full-time employees receive one sick day a month, which may be accrued to a total of 90. They receive three personal days a year, which may not be carried over to the following year. Pam will check with the town policy and those of other area public libraries. We will discuss this issue again at the October meeting.

Next Meeting: October 18, 1:30 pm

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, September 20, 2004

The meeting was called to order at 2:30 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The purpose of the meeting was to approve the budget for 2005-2006, so that we did not review minutes or a treasurer's report.

We voted to use the extra funds in the Lamprey account (10% discount) to purchase additional oil.

Leaking roof: In order to determine where the leak is, Pam will get a tarp and ask the Building Inspector or someone from Public Works to spread it over the attic floor joists.

At 4:00 we held an Executive Session to discuss personnel issues. At 5:30 pm the Executive Session was adjourned. The regular meeting was adjourned at 5:31 pm.

Next Meeting: October 18, 1:30 pm

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, September 13, 2004

The meeting was called to order at 10:10 am. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The Minutes of the August meeting and **The Treasurer's Report** for August were approved. Earlier in the summer the Library entered a prepaid agreement with Lamprey for oil. Later the town also contracted with Lamprey. As a result, the Library will receive a lower price for oil than the one already paid.

The Library Director's Report:

1. Coming Events
 - *Trustee Workshop October 30 in Concord
 - *Family program of Victorian magic, Wed. Oct. 30, 7 pm
 - *October 11, Columbus Day, Library closed
 - *Three Financial Workshops in October: Educational Planning, Fundamentals of Investing, and Retirement Investing, all presented by Ned Loughlin
2. Report of the September Meeting of Full-Time Employees
 - *Susan and Lorreen thanked for their successful summer reading programs.
 - *Eventkeeper, new software, purchased by the Friends to replace current calendar page. Pam, Lorreen, Susan, and Barbara will work on the listings.
 - *Discussion of other homepage ideas and record sheet for computer problems
 - *Could all full-time and possibly other staff members attend Public Library Association Conference in Boston in 2006? Might we close the library?
 - *Computer sign-ups: More patrons are waiting for computers. Should we be adding two extra patron computers? laptops?
3. The Financial Report of the Trustees for the Fiscal Year Ending June 30, 2004 was approved.
4. The Non-Appropriated Fund Report for August was approved.
5. A revised Meeting Room Policy was approved. Changes include the restriction of groups to the meeting room only and to the adjacent hallway when the Library is not in operation.

Municipal Facilities Advisory Committee: Rich gave a brief update.

Library Long-Range Planning

- *Revised Mission Statement approved: "The mission of the North Hampton Public Library is to provide library resources and services to meet the evolving educational, cultural, informational and recreational needs of the community of North Hampton."
- *We discussed the Wiggin Memorial Library patron survey and the changes we would make for our town. To provide return postage for the surveys we need to establish in advance an account at the Post Office.

At 11:45 we adjourned the regular meeting and held an Executive Session to discuss personnel issues.

Next Meeting: Monday, September 20, 2:30 pm
Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, August 10, 2004

The meeting was called to order at 2:00 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary).

The Minutes and The Treasurer's Report of the July 20 meeting were read and accepted.

The Library Director's Report:

1. F.Y.I. Book Sale August 16-21 (Preview August 13, 1-4 pm)
2. The Non-Appropriated Funds Report for July was accepted. Pam reported that the wireless connection is in operation with two laptop computers in use.
3. Gifts received: Hobbs Fund check \$3470.73; Tillinghast \$1500. We voted to deposit the Hobbs check in PDIP.
4. End-of-Year NAF Report for the auditors was approved. We discussed the terms "reimbursed expenditures" (receipts) and "reimbursable expenditures."
5. Online Book Club statistics: 120 users as of July, 2400 uses. Pam will inquire about the cost to add a counter to record the number of user hits on the library website.
6. Pam reported on the cost comparison of our computer services and those of the town. The town uses Portsmouth Computer Group (\$85/hour.) We have been using Davidson Computer (\$68/hour.)
7. We began budget discussions and will be prepared next month to consider salary increases.
8. Insulation of heating pipes with automatic thermostat: Pam will call the electrician again in order to insure completion of the job before winter.
9. Summary of Friends' Meeting: Clambake Saturday, October 9 on the town green; wine dinner is being discussed; the new laptop computer and chairs for the teen area are in use.
10. Pam commended Lorreen for the excellent summer program for children and teens.

Municipal Facilities Advisory Committee: Rich gave an update. We approved the report that Pam wrote about the library for the committee.

Long Range Planning: We decided to develop a town survey about current and future library services. Each of us will look at Stratham's survey and be prepared to give suggestions at the next meeting. Survey questions: how to distribute? Pam will inquire at the Post Office about the procedure for return postage. At the next meeting we will also shorten the Library Mission Statement to one sentence and discuss the role of the library.

Next Meeting: Monday, September 13, 10:00 am

Respectfully submitted, Linda Hillier, Secretary

NORTH HAMPTON PUBLIC LIBRARY
Trustees Meeting, July 20, 2004

The meeting was called to order at 2:00 pm. Present were Pamela Schwotzer (Library Director), Richard Goeselt (Chair), Emily Creighton (Treasurer), and Linda Hillier (Secretary). Judy Day, Dottie Dalrymle, and Jane Palmer also attended.

The Minutes of the June 16 meeting were read and accepted with two corrections. The Library Director's Report 4 should read: Pam distributed adapted copies of the NH Library Trustee Association document "To Promote the Library: Some Questions All Trustees and Friends Should Be Able Answer." The July agenda should include "long range planning."

The Treasurer's Report was read and accepted.

The Library Director's Report:

1. Upcoming events : *Poetry Program with Pat Parnell and Neil English, Wednesday, July 21, 7:00 pm
* Book Sale: August 16- 21 (Preview for patrons Fri., Aug. 13)
2. Full-Time Staff Meeting Summary included discussions of fines, confidentiality of patrons, including children, shortening processing practices, and the ordering of new adult titles. Computer use will be discussed at the next meeting.
3. Vacations: Pam reported on August vacation time being taken by full-time employees.
4. The Non-Appropriated Funds June Report was approved.
5. Circulation Statistics for 2003-2004: circulation for adult books is up slightly and children's is down. Computer use has almost doubled in the last year. Discussion: Should we buy more computers? laptops? (which Rye is using) How do we deal with space problems?
6. Pam distributed an updated Policy List Table of Contents.
7. Policy Review: Unattended Children and Laptop Use. Rich and Emily approved both of them. Linda will read the policies before the next meeting.
8. Summer interns: Kelly Mercer and Katie McCay

Hearing to Accept and Expend Gifts: Pam explained RSA 202-A:4-c and 4-d, which allows the Trustees to accept and expend gifts. We discussed the expense of placing semiannual notices in the Hampton Union, rather than in another newspaper or the town paper, and decided to continue the Hampton Union notices, because they probably reach more people at the time of the meetings. Jane Palmer asked about the Donald B. Warren gift to the library and will try to learn more about him. We voted to accept the July 20 Gifts Report and to further expend the amounts as noted in the report. We also approved \$1,000 from the Fuller Fund for computers, \$75 from the Carrie Logan Marsh Fund for books, \$4,423 from anticipated monies from the Mabel H. Tillinghast Fund for programming and the summer interns, and the total amounts from the funds of RC Aces, John Irwin, Marjorie Valentine, and Ruth Viano for the purchase of books.

Fuel Pricing: We discussed the price of the library's fuel oil and why it differs from that quoted to the town. If the town buys fuel from Lamprey Oil this year, the company will give the lower price to the library even though we prepaid earlier in the summer. We discussed examining other expenses to see if we are getting the best rates possible. Pam will ask other librarians who services their computers and where they purchase them.

Long-Range Planning: Emily distributed copies of her notes on planning. Because of time restraints, the discussion will be continued at the next meeting.

Next Meeting: Tuesday, August 10, 2:00 pm

Respectfully submitted, Linda Hillier, Secretary