

**North Hampton Public Library  
Trustees Meeting  
December 27, 2006  
Minutes**

5:08 pm meeting called to order. In attendance were Chair Steve Miller, Treasurer Emily Creighton and Secretary Dale Rochford.

Minutes from November meeting reviewed and accepted as submitted.

**Treasurer's Report:**

Through the fifth month of the fiscal year, we stand at 41.67% of budget expended. Notable costs continue to be in the computer software, programs, and custodial supplies area.

Deb Wever noted that November will look different than other months as it is a 5-week payroll month, not 4.

The change in protocol for accounting has uncovered an imbalance of less than \$100.00 that will be researched. Also, the programs category began in July with a large expenditure that Lorreen will research. (12-29 note: Lorreen has corrected this issue.)

Review of Library budget categories will help to ensure that an expense is applied to the correct category. The supplies category will be looked at more closely, and rather than placing large orders that project supply needs, orders will be placed when supplies are needed.

Custodial supplies category is likely under-budgeted, in need of an increase.

Treasurer's Report was accepted as submitted, with pending investigation into the above items.

**OLD BUSINESS**

**Next Year's Budget:** Consistent with the Town's rate of increase, we have arrived at a 3% increase in salaries overall. Discussion will take place next year as to whether Susan's salary is fair and equitable for her revised job description.

A deliberative session regarding budget issues will take place at the school on January 8<sup>th</sup> at 7pm.

Also, a town "open deliberative session" is scheduled for February 3<sup>rd</sup>.

**Long Range Plan:** The Plan that Pam and the staff worked on was discussed and given to Lorreen to suggest what format should be used to make it public. The aim is to have it disseminated to the town by March if possible. Immediate goal is to have some progress by late January. A Power Point version for public presentations will be worked on later this year.

## NEW BUSINESS

Recent staff meeting with trustees outlined areas of concern; Trustees will work to keep Staff more informed on where we stand with major library issues. Periodic letter to staff will be implemented to keep communication current. Part time/full-time staff and volunteer email addresses are being collected.

Scheduled hours for employees discussed, for months ahead.

**Search Committee:** Next step is to post the opening ASAP to the public, collect resumes, and appoint an "Assistant to Search Committee" (if willing, Jill Brandt) to schedule and coordinate meetings and interviews. Job description should be out by mid-January.

**Search Committee:**

**Emily Creighton**

**Dottie Dalrymple**

**Suzette Miller/Hope Miller**

**Tamera Saal**

**Linda Sherouse**

Closing date for collecting candidate information is targeted to be end-of-February. Current plan is to have committee review candidates at end of January, then again at end of February.

Director's job description to have minor changes regarding background checks, EOE designation. Lorreen and Susan will forward a finalized Director Job Description when available.

Building Maintenance List for municipal buildings reviewed (Red M.) We will place library issues in order of priority; current priorities are the ramp and lighting outside the building, carpet cleaning/replacement and ceiling tiles.

## **LIBRARIAN'S REPORT:**

- NAF Funds Balance is currently \$ 9,362.24
- Report for November will be re-formatted into new accounting system and approved at January meeting.
- Cash-handling procedures will be standardized.
- December Polar Express event was a success, as was American Girl raffle.
- Children's programming will be two story time a week, once monthly book-bunch; Lapsit will be put on hold until more time and people are available.
- Acknowledgment and praise for Deb Wever for recent efforts in accounting.
- An additional page at 8\$ an hour for (the equivalent of) an additional ten hours will be hired.
- Funds raised from copier will be added to NAF funds, in accordance with RSA 202-A:11-a, regarding "income generating equipment".

Date of next meeting: Wednesday, January 24<sup>th</sup> at 5pm.

Position Opening: LIBRARY DIRECTOR, North Hampton Public Library,

North Hampton, New Hampshire

The Board of Trustees of the North Hampton Library seek an energetic and creative library leader dedicated to working collaboratively with staff, trustees, town officials, and members of the Friends of the Library. Working closely with an elected Board of Trustees the director is responsible for day-to-day operations of the library as well as:

- Creating and managing budgets
- Developing collection
- Effectively managing staff and volunteers
- Long range planning
- Programming, outreach, and community relations
- Maintaining physical plant
- Overseeing other opportunities for financial improvement such as fund raising and grant writing

North Hampton is a vibrant and welcoming community of approximately 4,800 residents located in the beautiful seacoast region of New Hampshire.

Qualifications: MLS from an ALA accredited school preferred, supervisory experience, and commitment to excellent customer service, demonstrated leadership ability, hands-on management style, experience and knowledge of automated library systems, information technology, and outstanding interpersonal, verbal, and written skills. Minimum of 4 years experience in library science required.

Salary range: mid to high 40's. Salary commensurate with experience.

Closing date to apply: February 28, 2007

Application: Submit resume with letter of application and 3 professional references to Library Director Search Committee, c/o North Hampton Public Library, 237A Atlantic Avenue, North Hampton, New Hampshire 03862

**EOE**

**North Hampton Public Library  
Trustees' Meeting  
November 29, 2006  
Minutes**

Meeting began at 5pm. In attendance were Chair Steve Miller, Treasurer Emily Creighton and Secretary Dale Rochford.

This short session was called to formally appoint a temporary, "Acting" Director for the library, due to current Director Pam Schwotzer's unexpected retirement announcement.

In the past, Assistant Director, Lorreen Keating, has always filled in during Pam's absences which made Trustee deliberation on the issue brief.

Steve motioned to appoint Lorreen Keating as Acting Director. Emily seconded. Vote passed 3-0.

Plans for Pam's sendoff were discussed. The Trustees will hold a Retirement Open House in her honor. Refreshments will be served. Publicity efforts will include getting the Hampton Union to write a featured story on Pam. Info will be placed on Channel 22 and on the outdoor signs in front of Town Hall and the library. Lorreen will ensure that a notice is placed on the door, within the library and that all employees and volunteers get notice of the Retirement Open House. A framed, Doris Rice print of the Library will be obtained as a gift for Pam. Her 18 years of service to the library and the Town of North Hampton cannot be understated. It is the Trustees' desire to ensure that everyone celebrates Pam's service and her contributions which have and will continue to benefit our community.

5:38pm meeting adjourned.

Next scheduled meeting will take place December 27, 2006 at 5pm.

**North Hampton Public Library  
Trustees' Meeting  
Monday, November 20<sup>th</sup> 2006  
Minutes**

5:05pm Meeting called to order. In attendance were Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford.

Minutes from October regular monthly meeting and minutes from emergency budget session meeting were reviewed. Steve motioned to accept minutes as presented, Emily 2<sup>nd</sup>, vote passed 3-0.

**Treasurer's report:**

At the one-third mark of the fiscal year, we remain on target with 33% of budget expended. Notable recent costs for future discussion are custodial supplies and software. Efforts will be made to detail budget items for more clarification for new Director. Dale motioned to accept Treasurer's report as submitted, Steve 2<sup>nd</sup>, vote passed 3-0.

**OLD BUSINESS:**

- Long-Range plan reviewed; a pending step in this plan will be for a new needs-assessment.
- Discussion of health plan resulted in budget for a two-person plan to be available for new Director's position, to accommodate any candidate's profile.

**NEW BUSINESS**

Letter from Pam acknowledged, detailing timing of her retirement to be December 4<sup>th</sup>.

"Retirement Open House" gathering for Pam scheduled for December 12<sup>th</sup> from 4pm to 7pm.

**Library Administration Transition Period:**

- Susan & Lorreen will be asked for feedback on the job description and recommendations for the job posting.
- Pam provided by email, details regarding daily/weekly tasks and the staff member assigned to each during the impasse.
- Search Committee participant categories discussed; for now, we are looking for the hiring group to consist of 1 Trustee, 2 former Trustees, 1 Friend of the Library, and 1 town resident who is active in library events.

**Library Director's Report:**

- September and October NAF Funds reports reviewed and accepted as submitted.
- Gifts accepted from Fuller Foundation will be allocated towards funding our pending needs-assessment.

- Monies accepted from the Ed Veale fund accepted, will be deposited in the “expansion fund”.

Meeting closed at 6:55pm.

Next meeting will be a brief session to formalize the appointment of Interim Library Director on Wednesday, November 29<sup>th</sup> at 5pm.

Next regular monthly meeting scheduled for Wednesday, December 27<sup>th</sup> at 5pm.

**November 8, 2006**

**North Hampton Public Library  
Trustees' Meeting Minutes  
Emergency Budget Session**

Call to order, 5:05pm. In attendance Chair Steve Miller, Treasurer Emily Creighton and Secretary Dale Rochford. **The main purpose of this meeting is to gain consensus on finalizing our suggestions for Pam's proposal, which will be presented to the budget committee on Nov. 16<sup>th</sup>, 7pm in the Mary Herbert room.**

Trustees agreed to make a group donation to the Jeffrey M. Daly Music Scholarship Fund.

**Warrant Article:** We will pursue a town vote for 2007, to raise and appropriate the sum of \$50,000 to be placed in the Library Capital Reserve Fund established in March 2006. If appropriated, the Board of Library Trustees will match this amount from its invested funds. The total is intended for future accommodation of our library's needs.

**2007-2008 Budget Items:**

- Trustees agreed to propose a general salary increase of 5%. This will consist of 3% cost of living adjustment and 2% merit.
- Total Library budget increase should not exceed 5%.
- We will attempt to protect the Media and Program categories from any cuts in spending.
- Neither additional hours nor personnel shall be added to the Circulation Desk category at this time. We will look to add help from pages and/or volunteers for additional support there.
- Saturday hours may expand, amount of hours to be determined at a later date.

Meeting closed at 6:38pm; next regular trustees meeting will be Monday, November 20<sup>th</sup> at 5pm.

**North Hampton Public Library  
Trustees Meeting  
September 27, 2006**

5:05 pm Meeting called to order, present were Chairman Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Director Pam Schwotzer

Minutes from August meeting were accepted as submitted.

**Treasurer's Report:**

Report submitted with assistance from new Bookkeeper Ms. Wever. Report showed, at 2 months into the fiscal year we are at 16% of budget allotted. Notable costs were programs, plant & equipment (printer, Accucut dyes, utilities, ceiling repair), and software. Dale motioned to accept the report as submitted, Emily 2<sup>nd</sup>, vote passed, 3-0.

**Old Business:**

Letter to Board of Selectmen regarding funding for "the newsletter" received positive feedback, possible funding to begin January '07 if BOS budget has room, or by beginning of '07-'08 fiscal year (7-07).

Personnel policy reviewed. We discussed unpaid leave terms, resulting in an adjustment of Chapter H, items 4 and 5, to include specific reference to "library-science related programs". Chapter I, no changes yet to unpaid holiday policy. Lastly, chapter B, elimination of item #3 was proposed, which pays employees for 90% of cost of *unelected* health plan benefit. Emily motioned to accept adjustments to policy, Dale 2<sup>nd</sup>, vote passed 3-0.

**New Business:**

Initial discussion of next year's budget took place on rough draft "budget notes".

Particular attention focused on:

- Salaries (rate of increase)
- Health Insurance cost increase and appropriate burden of cost assigned to employees
- Computer services (payroll processing) and equipment (new server needed)

Town Complex Master Plan status discussed, next meeting on this issue will be October 3 at 3pm. Possible meeting with Friends in 2<sup>nd</sup> week of October to discuss our visions openly.

Financial Internal Controls reviewed. Emily recently visited NH Selectpersons Institute, which covered detailed protocol regarding revenue record-keeping. We reviewed our current policies regarding this issue, with no changes necessary at this time.



**Librarian's Report:**

- NAF Report submitted. Notable items included \$50,000 CD purchase at Citizens Bank for Capital Reserve Matching Funds. Book Sale yielded \$1,050.00 with many thanks to those involved. Accrued Value to be reported next month.
- Pam will attend NELA Conference on 10-22 thru 10-24.
- Donated funds list approved for deposit. Dale motioned to accept funds and categories assigned to each, Emily 2<sup>nd</sup>, vote passed, 3-0.

Emily motioned to close the meeting, Dale 2<sup>nd</sup>, vote passed, 3-0.  
7:55pm, meeting adjourned.

Next meeting scheduled for Wednesday, October 18, 5pm.

**North Hampton Public Library**  
**Trustees Meeting**  
**October 18<sup>th</sup>, 2006**

Called to order at 5:05pm. In attendance were Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford. Best wishes for Pam for her mother's recovery.

Minutes from previous meeting submitted. Emily motioned to accept, Steve 2<sup>nd</sup>, vote passed 3-0, minutes from September meeting accepted as presented.

Treasurer's Report: Emily indicated, at 3 months through fiscal year, we stand at 25% of budget expended. Notable items include maintenance/plant, programs and software. Dale motioned to accept report as presented, Steve 2<sup>nd</sup>, vote passed 3-0.

Old Business:

- Update on Long-range Planning Committee. Next meeting will be Monday, Oct. 23<sup>rd</sup> at 5:30pm. Items discussed will include municipal planning for the "town campus". Expert advice on the library's needs pertaining to space and location must be sought out soon. Board discussed moving forward quickly to get a new needs-assessment.
- Newsletter: Board of Selectmen recently voted to take over payment of the newsletter starting next fiscal year (July '07).
- Personnel Policy: Adjustments will be made to policy sections covering health benefits, paid holidays and dismissal, with assistance from State Librarian Michael York.

*5:47pm Emily motioned to move to non-public session in accordance with RSA 91:A 3(a) personnel matter. Steve 2<sup>nd</sup>, vote passed 3-0.*

*6:02pm Dale motioned to move out of non-public session, Emily 2<sup>nd</sup>, vote passed 3-0.*

New business:

- Budget Discussion: Main topic was presenting the town with a budget proposal that will show a reasonable increase in expenses. We are looking to target the 5 to 7% area for overall expenditure increase. We will review various scenarios prepared by Pam. Board agreed unanimously, to an overall salary increase in line with COLA (cost of living adjustment), of 4.5%.
- Friends' Brainstorming List: We thankfully received, read aloud and discussed all ideas; Pam will make them available to Library staff for further discussion and/or implementation.
- Long-range goals. The power-point presentation prepared by Pam will be reviewed again for any minor changes. This issue will be addressed next meeting under "old business".
- Friends will be meeting with Mike Sullivan, ex-Director of the Greenland Library, and Architect Rick Stoklosa on October 31<sup>st</sup> at 7pm.

- Town Budget meeting will take place on Nov. 6<sup>th</sup> at 5pm, Trustees will review and settle on a final budget proposal in advance on this date.

Librarian's Report:

Pam absent from meeting on family emergency.

Dale motioned to close the meeting, Emily 2<sup>nd</sup>, vote passed 3-0.

Next regular meeting will take place Monday, November 20<sup>th</sup> at 5pm.

**North Hampton Public Library  
Trustees' Meeting  
August 30, 2006**

5:04pm, meeting called to order. In attendance were Steve Miller, Chairman, Dale Rochford, Secretary, and Pam Schwotzer, Director.

Minutes from the July 20<sup>th</sup> meeting were approved as amended, to include an acknowledgment of St. Vincent DePaul's thanks for our July food drive.

Treasurer's Report: Submitted in absentia (get well Emily). Indicates at the end of our first fiscal month, we stand at 8.33% of budget expended. Proportionately large expenditures included programs and software. Deposit should soon boost program budget via Tillinghast donation recently received.

Dale moved to accept Treasurer's report as submitted, Steve 2<sup>nd</sup>, vote passed 2-0.

**OLD BUSINESS:**

- New hire: Dale moved to accept the hiring of Deborah Wever as new bookkeeper, Steve 2<sup>nd</sup>, vote passed 2-0.
- Dale motioned to close public session and enter non-public session, Steve 2<sup>nd</sup>, vote passed 2-0. Meeting moved to non-public session in accordance with RSA 91-A:3,II(a), discussion of personnel issue.
- Dale motioned to close non-public session and enter public session. Steve 2<sup>nd</sup>, vote passed 2-0.

**NEW BUSINESS:**

- We received a letter of thanks from the Friends for our proposal to cover their cost of the newsletter.
- The Friends also submitted a "decisions" brief from their August meeting, which includes: **1.** The purchase of an LCD, speaker system cart, DVD player, including warranty and training up to \$2,000. This purchase was their goal for the Clambake, for which they are pleased to have accomplished. **2.** Stephanie Roch will be given \$200 towards her "Gold Award" project. **3.** Betsey Miller and Hope Miller will be sharing Treasurer duties. **4.** Friends voted to accept the Trustees' policy of paying for their share of the newsletter. Bulk mailing permit will continue to be shared, and they will remain in charge of billing and payment. **5.** Friends' portion of newsletter is generally 1.6 pages of material, but they would like to remind all that on rare occasion, probably once a year, they will need more space. **6.** Friends' meetings will be on the 3<sup>rd</sup> Monday of each month, and we are invited to participate. **7.** Friends have expressed satisfaction with current NH room space, mail space, file cabinet, and bulletin board. Friends expressed particular interest in laptop and printer use for business purposes, and hope to attain a secure database for their confidential files. **8.** Lastly, Friends would like to

see Trustees' goals so they can be shared with members. They will be conducting goal-setting this fall. (Pam has supplied Friends with Trustee goals from July '06.)

**DIRECTOR'S REPORT:**

- NAF report was accepted as submitted.
- Staff meeting on August 17<sup>th</sup> covered the following items: **1.** NH Newlink READS workshop will be October 5<sup>th</sup>. **2.** Detailed customer service discussion took place following the video "a guy walks into a library". **3.** Goals the Friends could help with, include library appearance (decoration/displays), further reaching varied age groups through hospitality at children's programs, events for seniors, etc., and purchasing items on the wish list. **4.** Request that Barbara look into speeding up the Athena server.
- Job Description was finalized for Youth Services Librarian, with help from Emily's emailed suggestions and Lorreen's involvement. Dale moved to accept the job description, Steve 2<sup>nd</sup>, vote passed, 2-0.
- August donations were detailed. Dale moved to accept donations, Steve 2<sup>nd</sup>, vote passed 2-0. We will determine how these funds will be spent at the September meeting.
- Susan Tidd expressed her desire to finish her masters' degree in library science through an on-line program offered by Southern Connecticut State University, requesting paid leave to attain classes. In accordance with library personnel policy (H. Continuing Education and Travel Expenses), Trustees are in agreement with this proposal. Dale moved to allow Susan time off to attain 30 credit hours remaining, Steve 2<sup>nd</sup>, vote passed 2-0.

Next Trustee meeting will be Wednesday, September 27<sup>th</sup>.

Dale motioned to close the meeting, Steve 2<sup>nd</sup>, vote passed 2-0, at 6:47pm.

**North Hampton Public Library  
Trustees Meeting, July 20<sup>th</sup> 2006  
Minutes**

5:10pm call to order. In attendance: Steve Miller-Chairman, Emily Creighton-Treasurer, Dale Rochford-Secretary, Pam Schwotzer-Director.

Minutes for the June 22 meeting were accepted as amended.

Treasurer's report:

- At the end of the fiscal year (6-30-2006), we are at full-budget expended. As of today we are carrying forward a balance of \$11,995.18 to the New Year.
- The official year-end expenditures edged above 100% for "encumbered items".
- We will be sending a \$50,000 check to Citizens Bank for a 1-year CD from the PDIP matching-funds account.

**OLD BUSINESS**

Long Range Plan:

Director will make some minor adjustments to the power point presentation, to emphasize "access and community service" themes.

The Director will prepare an application for an express grant from the NH Charitable Fund. We will inquire if the Fuller Foundation allows applications from municipalities that do not qualify as 501 c-3 nonprofit organizations. Any grants awarded would be for the purpose of a needs-assessment.

The Long-Range Planning Sub-Committee is reviewing the "campus" of town facilities, and requests a forward-looking proposal, for each department to express their needs for the coming year and beyond.

**NEW BUSINESS**

Staffing:

- We have created a Bookkeeper position, and have increased the hours allotted to the part-time technology position by four.
- The Director reported that the Inter-Library Loan position will need to eventually be a full-time position. At present this position is job-shared.
- Emily proposed the job description for the Bookkeeper position be accepted, Dale 2<sup>nd</sup>, vote passed 3-0.
- Discussion took place of how staff members may see an increase in the cost of health and dental benefits, in tandem with the town's increase. Discussion on this topic will reconvene when we begin our budget-setting discussions.

### Community Newsletter:

- Discussion of Director's time commitment to produce the community newsletter ensued.
- Pam showed a detailed breakdown of cost and cost increase in the new year, particularly the layout-person increase of \$85 per issue and the change from nonprofit to standard rate. This prompted a discussion of the Friends' burden of cost related to their budget. Emily proposed notifying the Friends that the library will pick up the Friends' share of the Newsletter cost, plus the cost increase to the Friends in the new fiscal year. Dale 2<sup>nd</sup>, vote passed, 3-0.
- Separate motion suggested by Emily to petition the Town to pick up an additional 32% of the cost of the newsletter, the cost currently shared between the library and Friends. Proposal would not change the current responsibility of the library to coordinate production, editing, providing the mailing-permit, and coordinating the distribution of the newsletter. Dale 2<sup>nd</sup>, vote passed, 3-0.

Friends have requested Trustee Goals. Copy of April minutes containing them will be provided.

### Library Director's Report:

- "Ed Veale" donations were presented. Emily motioned to accept individual checks in this fund, for deposit to the Expansion Fund. Dale 2<sup>nd</sup>, vote passed 3-0. \$ 5,837.00 will be deposited to PDIP. Newsletter will make an acknowledgment to donors as a whole, with special thanks to the family for it's kindness to the library.
- NAF Report: Accepted as presented, with balance cited, including earned income and "Hobbs" income.
- Friends' Clambake, August 5<sup>th</sup>!
- August book sale will take place the 21<sup>st</sup> through the 26<sup>th</sup>, with a preview in the 18<sup>th</sup> (1-4pm). Effort will be made to give patrons precedence to book-dealers.
- Director's year-end expenses presented.
- Directors' goals presented, with increased emphasis on technology.
- Capital Improvement Project's responses required by 8-1-06. Response will indicate increases consistent with the current rate of inflation.
- We received a heartfelt letter thanks from St. Vincent DePaul Food Pantry for the food drive we conducted in July.

Next meeting will be August 30<sup>th</sup>, 5pm.

Emily proposed moving to non-public session in accordance with RSA 91:A-3,II(a) personnel matter. Dale 2<sup>nd</sup>, vote passed 3-0.

Emily motioned to move into public session, Dale 2<sup>nd</sup>, vote passed 3-0.

Emily proposed sealing non-public minutes, Dale 2<sup>nd</sup>, vote passed 3-0.

8:33pm, meeting adjourned.

**North Hampton Public Library  
Trustees Meeting, June 22, 2006  
Minutes**

5:09pm, meeting called to order.

Minutes for Trustees meeting 5-31-06 approved as amended.

Treasurer's Report: Emily indicated that we are at 91.67% of budget expended. Pending costs include arrival of "Playaways", carpet cleaning, and possible purchase of ceiling tiles.

**Old Business:**

*5:35pm: Emily requested non-public session in accordance with RSA 91:A-3 II (d) Acquisition, sale or lease of real property. Dale 2<sup>nd</sup>, vote passed 3-0*

*5:46pm: Steve motioned to move to public session. Emily 2<sup>nd</sup>. Vote passed 3-0.*

Update on fund-raising. Dale provided details of meetings with representatives from Portsmouth Public Library, who is in the midst of a successful fundraising campaign. Next task is to explore the funding of a consultant, and meet with the professional hired by Portsmouth Library, Dick Ingram.

**New Business:**

Friends of the Library: Jane Palmer provided a list of new members and those maintaining commitment to the Friends. Jane requested that the poster be placed in a visibly prominent location in the library.

Librarian's Report:

- NAF Report filed. Ed Veale contribution will be made to PDIP, separate from the "matching funds account".
- Staff Meeting held June 13, reiterated that, per long-range planning, first concern/priority is "facility". Current library facility is in 32<sup>nd</sup> year of a space designed to meet needs for 20 years. 3 to 4 thousand square feet of space is needed.
- AARP Driver Safety Course. Pam constructed a flyer to be circulated on a two-day course. Participants may receive insurance discounts. Charge for materials will be \$10.
- Long Range Plan draft presented, in power-point form. Final printed plan will incorporate target dates to include timeline for accomplishment of goals.



Accessibility of local history. Historical Society will be contacted in order to make local history and heritage more accessible to patrons. Central goal is to respond to patrons' needs. More business involvement will be explored as well.

- Jill Brandt will head two new evening book discussions, held on the 3<sup>rd</sup> Wednesday of July and August.
- Stephanie Roch was hired on as summer intern, Tillinghast funded.

Steve sent a letter to Selectmen regarding monthly payments to the library in accordance with RSA 202-A:11.

*6:58pm: Steve made a motion to move to non-public session in accordance with RSA 91-A:3 II(a) personnel matter. Dale 2<sup>nd</sup>. Vote passed 3-0.*

*7:55pm: Emily made a motion to move out of non-public session. Dale 2<sup>nd</sup>. Vote passed 3-0.*

Meeting adjourned at 8:02pm.

Next meeting will be Thursday, July 20, 5pm.

**North Hampton Public Library  
Trustees Meeting, June 19, 2006  
Minutes**

Meeting was held at the Town Hall, upstairs conference room, moved from the Mary Herbert meeting room.

Meeting called to order at 5:11pm. In attendance were Trustees Emily Creighton, Steve Miller and Dale Rochford.

5:12pm

Emily made a motion to move to non-public session in accordance with RSA 91-A:3 subchapter II (a), "personnel matter". Dale seconded, vote passed 3-0.

7:32pm

Motion move to public session was made by Emily. Dale seconded. Motion passed 3-0.

7:33PM

Dale made motion to adjourn meeting. Emily seconded. 3-0 meeting adjourned.

Next meeting, June 22, 5pm.

**North Hampton Public Library**  
**Wednesday, 5-31-06**  
**Trustees Meeting – Minutes**

Meeting was called to order at 5:08pm. Present were Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, Library Director Pam Schwotzer, and Friends Suzette Miller and Judy Day.

Minutes for the April 17 Meeting were reviewed and approved.

Proposal: Suzette, Co-Chair of the Friends, introduced us to a potential program “YogaKids”, which may be a good fit for bringing new people into the library. Program would consist of three separate sessions: toddlers, mothers-daughters, and all-kids. Discussion will continue on the central point of whether payment to the teacher of \$80 per session will conflict with Craig Room policy. Perhaps an agreement with the Rec Center and/or a local corporate sponsor could be worked out. Program is indicated as more educational than recreational, as it is headed by an Occupational Therapist.

Treasurer’s Report:

- Report was presented; Emily indicated that through April, we are at 83.3% of budget expended.
- Recent cost overruns include maintenance/electrician (lightning strike) and the renewal of copier lease.
- Year-end larger expenditures will include subscription renewal.
- Under-budgeted items include custodial, software, and a recent purchase of firewall protection for the computer systems.
- Emily suggested a public announcement of our \$50,000 match for the “planning and construction of a library addition or new building”.

Old Business:

Revisiting Trustee Goals:

- Trustees will explore other libraries that have recently either relocated or added to their facility, to gather advice and compile a list of consultants/architects.
- Fundraising: Dale will begin a dialogue with Maryann List and/or Paul McEachern, representatives of the Portsmouth Library, for advice on a first step. “Friends” will be involved in this process from the start.

New Business:

**Motion / Vote: Mr. Miller made a motion to temporarily adjourn the meeting at 6:30 p.m. for the purpose of entering into non-public session under the provisions of RSA 91:A:3 IId; Acquisition, Sale or Lease of Real Property. Ms. Creighton seconded the motion. Motion passed unanimously 3-0.**

**Non-Public Session RSA 91-A: 3 II (d)**

***MEETING WAS MOVED TO PRIVATE SESSION PER REQUEST OF JUDY DAY..***

***(Notes promptly prepared, sealed and filed in accordance with policy)***

**Motion / Vote: Mr. Miller made a motion to reconvene the public portion of the meeting at 6:50 p.m. Ms. Creighton seconded the motion. Motion passed 3-0.**

Investment Policy was submitted and accepted.

Capital Reserve deposit of \$50,000 will purchase a 1-year CD at Citizen's Bank.

Pam was given the "WebJunction NH" brochure, for employees to take advantage of the free on-line training offered, particularly the computer training available.

Capital Improvement Plan: Emily presented copies of the 2006-2012 plan adopted 3-6-06. Request was made for Library Director to detail Annual Report data in a line-item format to better mesh with town data. This will better enable trends to be identified.

**Library Director's Report:**

NAF report was presented.

Director was asked to submit her report to the Trustees prior to the meeting so that the Trustees can review them in advance of the meeting.

Long-Range Plan was presented, with four goals outlined:

- 1.) Objectives for historic preservation through community education,
- 2.) Objectives for an expanded library as an integral part of a redesigned municipal complex,
- 3.) Informational and Cultural programming objectives for all age groups, and
- 4.) Collection of materials to meet the needs of all patrons.

Detailed "backup" notes attached.

Trustees will review goals for any possible changes, additions, or enhancements.

April 20 Staff meeting notes presented.

2005 Annual Report was delivered to State of NH.

Request was made for an adjustment of vacation policy. Trustees, after respectful consideration and thorough deliberation, concluded to leave policy unadjusted.

Meeting Adjourned at 8:11pm. Date of next meeting, June 22, at 5:00pm.

**North Hampton Public Library  
Trustees Meeting  
April 17, 2006**

The meeting was called to order at 5:09pm. Present were Steve Miller (Chair) Emily Creighton (Treasurer) Dale Rochford (Secretary) and Pam Schwotzer (Director). Judy Day arrived for the latter half of the meeting.

Minutes for March 29 meeting were approved.

Treasurer's Report: Through 75% of the fiscal year, budget is indicated as 75% expended. Budget for children's books was indicated as near fully spent. Accessing gift funds for small future purchases may be considered. Emily stressed importance of reigning in costs as year nears its fiscal end. Pam added that "media" is a primary concern, stressing its importance despite some budget overrun.

**OLD BUSINESS:**

Employee Questionnaire: Slight revision added to Director's Evaluation Form (confidentiality/anonymity clause). Form shall be sent ASAP, to L. Keating, S. Tidd, J. Brandt, B. Dewing, C. Vinica, with a deadline of May 1, 2006. One month prior to review, a second shall be sent, early Fall '06.

Ethics and Investment policies' further discussion will be continued at next meeting.

Official descriptions of ILL/Reference and Tech. Services/ILL positions will be finalized and approved.

**Emily submitted a draft of potential Trustee goals for '06 and '07** (Notes below include related discussion).

Categories included:

**Financial:**

- Moving forward with fundraising committee & campaign
- Submitting the Investment Policy (Dale/Pam will finish draft & edit for simplicity, with help from other references)
- Monitoring expended budget monthly
- Monitoring NAF Funds

**Personnel:**

- Review responsibilities for all positions
- Review performance reports for all positions

- Review staffing levels, pay, and insurance
- Administer employee questionnaire
- Possible revision of Director Performance Report
- Consideration of employee-of-the-year or other similar award

**Building Infrastructure:**

- Address building condition and any immediate concerns
- Possibility of maintenance schedule from Director, to properly anticipate costs

**Public Relations:**

- Reiteration of purpose: to provide awareness, inform, gain commitment and motivate action
- Town newsletter articles
- Newspaper articles
- Collaborate on presentation for groups

**Policies:**

- Review and update all outdated policies

**NEW BUSINESS:**

Community Newsletter: Draft and approval of trustees to use their names.

Emily inquired as to the status of Diane Kensler's generous gift of color printer/fax delivered by friend Judy Day. Pam informed trustees that Barbara was still checking its compatibility and a space to place it. Judy said Friends will gladly take it if the library can't use it.

Update from Friends of the Library: (Judy Day in attendance)

- Clarification established on permit-use for mailing discount by non-profit groups
- Discussion on making lists of patrons public by using them as mailing lists. Stressed importance of confidentiality, proper protocol. Pam will ask "the Association" for guidance.
- Friends to serve possible wider interest, such as sponsoring Carol Glaser's Foreign Film Discussion.

Library Director's Report:

- NAF Report was reviewed and accepted;
- Needs assessment was last done in 2001. Pam stressed that we need another one, to ensure that our needs assessment is current. Options were discussed for coordinating this with the town for the cost, and specifically targeting a library-expert to carry out the assessment. Possibility of producing a conclusions-related brochure was discussed.

- PLA 2006 Boston Conference summary was handed out. Lorreen submitted summary of early literacy and Youth programs. Pam submitted broad-based summary. Of specific interest was "*local history live*" to generate interest in how the community participated in and reacted to historical events.
- "Great Decisions Group member Edward Veale's sudden passing: Note of gratitude will be sent to the family.
- Meeting Room discussion: Historical Society will be welcomed back for at least the next 6 months, and likely their requested stay through June '07.
- Children's Area: Up to 35% of books could be weeded out in some sections to help alleviate shelf-space problems.

Emily introduced the topic of soliciting creative opinions, and brainstorming with employees and Friends for new ideas on optimizing the children's area.

The review of meeting room policy will be addressed at the next meeting under Old Business. Purpose shall be to make the policy more consistent.

Pam was asked to discuss library staffing at the next meeting. This will begin a study of personnel items the trustees will conduct before developing the budget for FY '07-'08.

Meeting adjourned, approx. 7:20pm.

Next meeting will be held on Wednesday, May 24<sup>th</sup> at 5pm.

Respectfully Submitted,

Dale Rochford  
Secretary

**North Hampton Public Library  
Trustees Meeting March 29, 2006**

The meeting was called to order at 5pm, Present were Emily Creighton (Treasurer) Steve Miller (Secretary) and Dale Rochford (New Trustee) and Pam Schwotzer (Director). Also in attendance were the Friends of the Library Board members Hope Miller and Suzette Miller.

Dale was welcomed as new Trustee.

Reorganization motions were the first order of business. A motion was made to appoint Steve as Chair; Emily as Treasurer and Dale as Secretary. All motions were seconded and unanimously voted on. Necessary signatures were obtained.

Minutes for Feb 22 meeting were approved.

Treasurer's Report: Emily indicated that, through 2/3rds of the fiscal year, we are on target with 2/3rds of the budget expended. Notable necessary cost overruns were software fees and maintenance and equipment. Treasurer's report was accepted as submitted.

**New Business:**

Trustee and staff donations (to a family specified charitable organization) in memory of Barbara Dewing's mother shall be made to the library after which the Director will write and forward one check to the charitable organization.

Goals for the next 12 months were discussed, with specific emphasis on fundraising; developing goals from the long-range planning meetings before summer; and a power-point presentation to promote the library were among the goals mentioned. It was decided that the Trustees would give thought to this topic and discuss again at the next meeting.

Fund Raising Committee discussed. Discussion ensued that pointed out the need to complete the Long-range plan before fundraising begins. Once goals are developed, we can begin to lay the groundwork for a target amount to be raised. The Trustees also reiterated the importance of staying informed of the BOS' efforts to develop the Town Complex. The passage of the Capital Reserve Building Fund gives them the authority to start the planning process. The library is part of the Town's complex and the Trustees acknowledged the importance of monitoring and if possible being part of the planning



process. The BOS' progress and feedback will help us to plan the library's expansion/building within the Towns overall plan.

The NH Local Government Center was asked for an opinion on how to handle the matching funds part of the library's warrant article that passed this March. The opinion stipulates that a separate account – "...It would be proper for those funds to remain with the Library Trustees until it is time for them to be used for the construction project...segregate those funds into a separate account earmarked for that purpose...." This opinion letter is attached to these minutes.

It was decided that the two separate sub-accounts would be set up under the Library's PDIP investment account. The first is to be designated as "Trustee Capital Reserve Matching Account" and the other as a "Fundraising Expansion/Building account." These sub-accounts will clearly identify the accounting of monies coming from sources other than the Capital Reserve Fund.

The Library Capital Reserve Fund, Article 29, vote results were also discussed. Trustees were pleased that it passed the first time on the ballot. It was noted that the Library Capital Reserve Fund ranked 16 out of the 17 spending items passed. The Trustees discussed the need to be sensitive to the spending priorities of the voters and the need to balance the library needs with taxpayer's willingness and ability to take on more taxes. Emily's analysis of the Library Capital Reserve Fund is attached to these minutes.

A motion was made to appoint Dale as the Library Trustees' representative to the Library Fundraising Committee. The formation of this committee is one of the goals proposed for the Trustees' goals for the next 12 months.

Old business:

The Library Staff Feedback Questionnaire was revised based on the Library staff's feedback. Discussion ensued about sending it out twice before the Director's yearly performance evaluation. A confidentiality statement is being added and the questionnaire will be voted on at the next meeting. A copy is attached to these minutes.

A revision of the Director's Evaluation Form was also discussed. Performance evaluations have been collected from other libraries and library websites. The goal is to complete this revision before September.

Library Director's Report:

- NAF report was reviewed and accepted;
- House Bill 1236 was declined, and similar texts under review (1219, 1237) are not expected to pass but still under review;
- Upcoming April/May programs were discussed (Gary Gregory, Dusty & Reid Bunker, John Perrault);

- Long-range planning priorities were discussed. **The Director will discuss with the staff and then circulate a draft to the Trustees.**
- Ethics and Investment Policies were presented as a first draft, and will be reviewed next meeting;
- Job descriptions were updated for Tech. Services/ILL and ILL/Reference Librarian;
- Clambake tentatively set for August 6<sup>th</sup>.

Date of next meeting announced as Monday, April 17<sup>th</sup>, at 5p.m.

Meeting adjourned at 6:50p.m.

Respectfully Submitted,

Dale Rochford  
Secretary

NORTH HAMPTON PUBLIC LIBRARY  
Trustees Meeting February 22, 2006

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 January 18, 2006, February 1, 2006, and February 15, 2006 were approved as presented.

Treasurer's Report was submitted and reviewed. To date 58.3% of the budget has been expended.

Library Director's Report:

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

NHPDIP: Report reviewed and accepted.

Revisions to the Collection and Development Policy was presented and approved.

Pam presented a summary of the last two Staff meetings. The Staff has expressed being uncomfortable collecting fines. Pam and Staff to try a conscience jar for Library Week. Everyone was OK with this as a trial run. Staff also had comments on the Questionnaire and are part on the Staff Meeting Minutes.

Pam presented a draft of a new Complaint and Grievance Procedure to be added to the Personnel Policy. It was noted at the last meeting that the current policy does not address this area. She said she reviewed the policies of Hampton Falls, Kingston and Stratham along with Portsmouth but their Library serves a larger population and didn't seem as appropriate. One minor change was made to Part B, "as soon as possible" was inserted rather than "in timely fashion". With the above changes, the consensus was the document was OK as amended.

The Hobb's check was received and will be deposited in the NHPDIP.

Pam brought to our attention House bills which address money paid to Lobbyists and the possible effect it could have on Libraries. These Bills are currently in Committee.

The next Trustee meeting in March will be scheduled after the new Trustee is sworn in. Pam is away at the Boston conference the week of March 20.

The meeting entered into non-public session to discuss personnel matters at 5:50 pm

The public portion was re-opened at 6:10 pm

New Business:

A Direct Mailing regarding the Capital Reserve Article was discussed. Pam will put together with Trustee input. Funding for this effort will come from the NAF account and Postage will be no more than 190.00

Meeting adjourned at 6:20 pm

Respectfully submitted,

Steve Miller, Secretary

NORTH HAMPTON PUBLIC LIBRARY  
Trustees Meeting February 15, 2006

The meeting was called to order at 6:00 pm. Present were Linda Hillier (Chair), Emily Creighton (Treasurer), Steve Miller (Sec.)

The BOS is asking that a member of the Library Trustees serve as a member of the committee overseeing the upgrades to Town Hall. Steve agreed to be the Library Rep.

Pam has asked for an additional 300.00 +/- dollars for Staff to attend the Seminar in Boston. It was agreed to take this 300.00 dollars from the Book Sale money.

At 6:15 pm the meeting went into non-public session. The public meeting was reopened at 7:00 pm.

The next meeting is February 22 at 5:00 p.m.

Meeting adjourned at 7:00 pm

Respectfully submitted,

Steve Miller, Secretary

-NORTH HAMPTON PUBLIC LIBRARY  
Trustees Meeting February 1, 2006

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

Minutes of the January 18, 2006 meeting will be reviewed at the next meeting.

Deliberative Session February 4, 2006:

Emily has prepared a Power Point presentation for the meeting consisting of four slides. It was decided that Emily will read the first slide, Linda the second, Steve the third and Pam the fourth. Pam presented a handout which consisted of Amy Kane's Article on one side and the "Your Public Library is an Amazing Value" on the other. Pam will make copies and place them on the table as you enter.

Library Long Range Planning Committee:

Linda will send out Thank You e-mails to all attendees as she will not be on the Board at the conclusion of the second meeting.

New Business:

PAL Meeting Feb 17 am. Pam will attend.

Director's Evaluation:

Linda presented a handout entitled "Review of Director's Evaluation Form" with her recommendations. A copy is attached to these minutes.

Linda made a motion to adopt her recommendation no. 1. There was no second.

Emily made a motion to send out the questionnaire she developed to the Staff. Their feedback will be used to help the trustees and the Director continue to meet the goals of effectively serving the No. Hampton Community. Their feedback will be read and held in strict confidence by the Trustees. There was no second.

Linda made a Motion to adopt Items 1,2 and 3 of her handout. Steve seconded the Motion for discussion purposes. After discussion, Linda withdrew her motion.

By consensus, it was agreed that Pam would review the questionnaire, then bring it to the next Staff meeting for their review. Results of these reviews will be brought to the February 22, 2006 meeting.

In the meantime Pam's review will be conducted as it has in the past.

Next Meeting February 15, 2006. 4:00 with the Friend's

Respectfully submitted,  
Steve Miller, Sec

NORTH HAMPTON PUBLIC LIBRARY  
Trustees Meeting January 18, 2006

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

Minutes of the December 21, 2005 were approved.

Treasurer's Report:

The report was approved as presented.

Deliberative Session February 4, 2006:

Emily presented her points of Public Library future. Pam presented a list of 3 questions and answers as talking points for presentation at the Deliberative session. General discussion followed regarding this. It was agreed that a handout consisting of the "Amazing Value" on one side and the "Library Facts 2006" on the other side will be available that day. It was suggested that Amy Kane's article in the Hampton Union could be attached to any handout passed out that day. Pam will make 100 copies of the handout. Pam will look into a Bulletin Board at the entrance to the Library to exhibit current Library events such as Amy's article. Pam will also see if Barbara can put Fact Sheet and Warrant Article on the Library Web Site. Emily will present the Capital Reserve Article with input from Linda and Steve.

Library Long Range Planning Committee:

Our first meeting with Susan & Katie is Sat. January 28, 2006 at 10:00 am. They need a few supplies which Pam will pick up. 14 people have agreed to come. An e-mail reminder will be mailed to all.

New Business:

The Friend's have invited the Trustees to meet with them. It was decided that the meeting would be February 15 at 4:00 pm. The Primary Topic: How certain items, requested by the Director, get funded. Linda handed out an informational sheet about the roles of Trustees and Friend's of the Library for us to review prior to the meeting.

It was brought to our attention that a small article appeared in the Hampton Union regarding a meeting on Jan 24, 2006 at the school to allow people to review the Proposed budget and Warrant Articles for this year. Nobody had contacted either the Trustees or Pam regarding this meeting.



Library Volunteers: Discussion regarding the scheduling of Staff and/or Volunteers to cover the Library during hours when it is open for business was held. It was felt that the Library should be staffed with full or part time employees, or trained volunteers from our list, when we are open.

Library's Director's Report:

NHPDIP and NAF Report reviewed and accepted.

The J shelving, approved at a previous meeting, just came in.  
The Collection Development Policy outline was presented for review  
Pam presented the "Library Report" for the Town Report for review. In the Article, Emily would like mention made of the Friend's purchase of the equipment to make the Library wireless.

A copy of the Default Budget was presented for review.

Next Meeting February 15, 2006 5:00 pm

At 7:45 pm the board went into non-public session to discuss a personnel matter.

At 8:40 pm the non-public session ended and the public session resumed. The meeting adjourned at 8:45 pm

Respectfully submitted,  
Steve Miller, Sec