

**North Hampton Public Library  
Trustees' Meeting  
Wednesday, December 19th, 2007  
Minutes**

5:05PM, meeting called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Co-Directors Lorreen Keating and Susan Grant.

Minutes for the November 27, 2007 meeting were reviewed. Emily moved to accept minutes as presented, Steve seconded, vote was unanimous.

**TREASURER'S REPORT:**

- Last month came in slightly under budget.
- There was an office furniture expense that showed up for this fiscal year that should apply to last-year's closed-out budget. This item will be properly adjusted.
- Monthly items were presented as itemized pages, with percentages based on monthly budget allotment. This occurred because the new server supporting accounting software crashed yesterday. Trustees requested that budget be presented in forthcoming meeting for both December and November, under the format traditionally presented: one summary page, with percentages based on where we stand for the full fiscal year.
- Emily moved to table acceptance of the Treasurer's Report, pending a more simplified account update page. Dale seconded, vote was unanimous.

**OLD BUSINESS:**

Hardware/Server Update: The server purchased new from Botnay Bay has encountered several problems, and Lorreen, Susan and Deb Wever are in the process of having equipment promptly replaced with new components at the cost of the vendor, and will request an additional year added to warranty. Botnay Bay has expressed regret and promises our satisfaction.

Capital Reserve Warrant Article is ready to be presented to the public. Advance notice of this will appear in the next newsletter. Lorreen discussed the possibility of another article referring to "income generating equipment" (copier, printer) and use of those funds. This item will be held aside in the "warrant file" for future consideration.

Inclement Weather Policy was discussed, and Lorreen also mentioned a need to stress to the Town, the need for prompt service to address issues of ice and snow at Library exits. Directors will meet with officials when available.

#### NEW BUSINESS:

##### Librarian's Report:

- Fire alarm box was serviced by Eastern Alarm, and NHFD is reviewing their recommendations. Quotes from electrician for repairs will also be presented.
- Entrance to Library has been opened up significantly, and further changes will be proposed in January.
- Plumbing issues discussed. Replacement of bathroom fixtures will be proposed in the near future. Lorreen will discuss payment responsibilities with Town Official Steve Fournier.
- Energy Awareness expert Dietrich Ebert toured the Library and will work closely with Lorreen on energy-saving changes.
- Susan is working to revise and simplify inter-library loan procedures.
- New hire Ashley Swasey has moved to full-time status on 12-17.
- Environmental Library Programs Scheduled for the near future include: 1-28-08, 7PM, Dick Wollmar – “Sustainable Agriculture/Organic Farming”; February, 2008, “Environmental Stewardship as Spiritual Practice”; and March, 2008, “Recycling – (short film with practical advice)”. More related programs are expected follow.
- Jeff Warner will perform “Banjos, Bones & Ballads” on January 16<sup>th</sup>, 2008, a program by the NH Humanities Council.
- Monthly Book Bunch will resume in January, assisted by Ashley.
- Co-Directors are expecting to meet with Friends of the Library in January to discuss ideas and opinions.

Non-Appropriated Funds account included \$ 342.44 in unanticipated donations in the first quarter. Emily moved to accept these donations, Steve seconded, vote was unanimous.

Lastly, Susan recently attended the NH Co-Op holiday party with seacoast Librarians, and offered the prospect of having North Hampton Public Library host a future meeting, perhaps in the spring.

Emily moved to adjourn the meeting, Dale seconded, vote was unanimous. Meeting adjourned.

Next meeting is scheduled for Wednesday, January 30<sup>th</sup>, at 5:30PM.

**North Hampton Public Library  
Trustees' Meeting  
Tuesday, November 27<sup>th</sup>, 2007  
Minutes**

**6:00PM**, call to order. In attendance were Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, and Co-Directors Susan Grant and Lorreen Keating.

**Treasurer's Report:**

Through 4 months of the fiscal year, we are on-target with 33% of budget expended. Notable upcoming costs include utilities (heating oil) and physical plant items such as furnace cleaning, lighting replacement, and a check of all fire-related circuitry to ensure compliance with code.

Lorreen will explore costs and advantages of a DVD duplication device purchase versus using a computer for the job.

**Non-Affiliated Funds:**

- The NAF report will convert to QuickBooks in December.
- Lorreen will post a public notice for the Trustees' pending acceptance of recently donated "unanticipated" funds.

**OLD BUSINESS:**

- Server/Hard Drive issues are still affecting some operations; Staff will investigate and we will revisit this item on 12/19.
- North Hampton Budget Committee has voted to decrease the proposed 5% salary increases for non-union administrative services employees' to 3.6%. The Library's proposed budget will not change as this was the increase percentage presented to the Budget Committee in November.

**NEW BUSINESS:**

- Circulation Policy was reviewed, amended, and presented by Lorreen and Susan. Minor adjustments were made relative to balances required to maintain an account in good standing, and borrowing fees being waived for non-resident Friends. Dale moved to accept the policy, pending these changes. Emily seconded, vote was unanimous, 3-0.
- Needs Assessor Patience Jackson will likely be hired in early spring to visit on a Saturday with Trustees and staff present.

**Librarians' Report (Submitted jointly by Co-Directors):**

- Eastern Alarm is scheduled to clean/service the fire alarm box.
- Directors will work with Town Administrator on exterior lighting.
- Energy Awareness Committee Chair Dietrich Eber will tour the Library on 12/3, and meet with Lorreen regarding energy efficiency.
- NAF Account statements from July through October presented and discussed. Finalized reports for both NAF and Appropriated Funds accounts will be available on 12/15/07.
- Ashley Swasey, recently hired, is set to begin employment on 12/1/07.
- Holiday Social will be scheduled for a Tuesday or Thursday in December, including appetizers and light refreshments.
- Environmentalist Clay Mitchell successfully presented "Our Environment: Local Issues". Future programs are as follows: **January**-“Sustainable Agriculture/Organic Farming”; **February**-“Environmental Stewardship as Spiritual Practice”; **March**-“Recycling (short film and discussion)”. Three more programs are expected to follow into the summer.
- January 16 at 7PM, Jeff Warner will perform “Banjos, Bones & Ballads”, a Humanities-on-the-Go presentation initiated by Susan.
- Susan arranged, per Emily’s recommendation, for author/UNH English Professor Tim Baretto to read from his book and hold a signing, on December 5<sup>th</sup> at 7PM.
- For Christmas vacation week, a free children’s movie will be shown in combination with a Martha Dana puppet show. Using our public performance license, the Library expects to show movies monthly in 2008. New hire Ashley will likely head this program.
- Jenny Landman presented the Library with two family passes to the National Trust for Historic Preservation, courtesy of the North Hampton Heritage Commission. The Hampton Union will run an article on this gift.
- Also expected in the Hampton Union, an article about the North Hampton Women’s Club presenting “The Encyclopedia of the Cat” in honor of Margaret Brown. Accompanying the article will be a photo of May Stoney donating the book to the Library.
- Lastly, in the process of renovating the “Director’s Office”, Susan discovered a donated Civil-War era map of North Hampton. We will seek advice on its proper storage and/or restoration.

The reception for the new Town Administrator is scheduled for Monday, December 3<sup>rd</sup> at the Library.

Emily moved to close the meeting, Dale seconded. Vote passed, 3-0. Meeting adjourned.

Next Trustees' meeting, Wednesday, December 19<sup>th</sup> at 5PM in the New Hampshire Room.

**North Hampton Public Library  
Trustees' Meeting  
Tuesday, November 27<sup>th</sup>, 2007  
Minutes**

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**OLD BUSINESS:**

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The reception for the new Town Administrator is scheduled for Monday, December 3<sup>rd</sup> at the Library.

Emily moved to close the meeting, Dale seconded. Vote passed, 3-0. Meeting adjourned.

Next Trustees' meeting, Wednesday, December 19<sup>th</sup> at 5PM in the New Hampshire Room.



**North Hampton Public Library  
Trustees' Meeting  
Tuesday, October 23<sup>rd</sup>, 2007  
Minutes**

5:40PM, meeting called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Co-Directors Lorreen Keating and Susan Grant.

Minutes from The September 25<sup>th</sup> and October 11<sup>th</sup> meetings reviewed. Emily moved to accept minutes as presented, Steve seconded, vote was unanimous.

**Treasurer's Report:**

Through 3 months of the fiscal year, we are on target with 25% of budget expended.

July, August and September 2007 budget and monthly expenditures presented in newest format ("Quickbooks"). Categories discussed in detail included "electricity" and "media".

Dale moved to accept the Treasurer's Report, Steve seconded, vote was unanimous.

**Old Business:**

**Proposed 2008-2009 Budget:**

- BudCom meeting is scheduled for **11/08/07** in the Mary Hebert Room at 7PM. Co-Directors will present proposal with support from Emily (and Steve/Dale). A detailed narrative has been prepared to justify all expenses if necessary.
- Last night, The Board of Selectmen approved a 5% COLA increase proposal for all non-union personnel.
- The Trustees discussed the facts that salaries of our Library personnel are on the high side when compared with other Towns in our population group, when compared with Towns in the Seacoast and when compared with all Library salaries in the State overall. In light of this, and particularly with respect to recent generally accepted reports on CPI and cost-of-living indices, **the Trustees decided to propose a pay increase for Library employees, of 3.6%**. Data in support of this figure has been collected from the New Hampshire Employment Security Agency and the US Department of Labor.

Citizen's Warrant Article: Resident signatures and the Warrant Article have been submitted to the Town Hall for public vote.

### New Business:

- Breakfast Meeting with Staff: Reception Brunch will be held to honor our new Co-Director arrangement, at **Abercrombie & Finch restaurant between 9AM and 1PM on 11-18-07**. Invitations will be purchased from a local vendor and sent to all staff members, Friends, and Search Committee members. Additional acknowledgment is planned for Linda Sherouse's efforts through the past year.

### Librarian's Report:

- Physical Plant: New office furniture installed 10-12, with one unit being replaced at vendor's expense for incorrect size.
- Financials: '08-'09 budget presented, Non-Appropriated Funds account balance as of 10-22 is **\$ 14,851.99**, and the generous Fuller Foundation has extended a \$1,000 gift to the Library for "program support".
- Library Policies: Circulation Policy Draft discussed and postponed for future review.
- Staff: Part-time position for Librarian's Assistant was posted to library job sites. Also, at tomorrow's staff meeting the Co-Directors will discuss division of responsibilities and inform staff of whom to go to with areas of concern.
- Programs: "Run, Turkey Run" author Diane Mayr will be in the Library on **Monday, 11-5-07 at 6:30PM**. "Our Environment: Local Issues" speaker Clay Mitchell is scheduled for **Wednesday, 11-14-07, at 7:00PM**.
- Lastly, the NAF Report is up-to-date, and Lorreen will provide data for August through October.

Date for next scheduled meeting is Tuesday, 11-27 at 6PM in the New Hampshire Room.

Emily moved to close the meeting, Dale seconded, vote was unanimous, meeting adjourned.

**DRAFT**  
**North Hampton Public Library**  
**Wednesday, October 10, 2007**  
**Trustees' Meeting**  
**Minutes**

(The primary purpose of this special meeting is to gain consensus on budget items to be presented to the BOS for the fiscal year 2008-2009.)

5:30pm, call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, Co-Director Susan Grant and Staff Member Barbara Dewing.

**OLD BUSINESS:**

Co-Directorship of the Library (Lorreen Keating and Susan Grant) shall be effective October 1<sup>st</sup>, 2007. Memo sent from Steve to town, and email will be sent (for channel 22 posting) by Emily.

A job-description for Director will be updated (by Susan and Lorreen) and placed in the Policy Manual. Co-Directors will also make employees aware of their specific roles and responsibilities during this transition.

**NEW BUSINESS:**

Fiscal 2008-2009 budget items were discussed and tabled for the next meeting. Emily reported that the proposed budget hearing next week may be postponed until early November.

Board of Selectmen has requested whether the Library would be interested in hosting a reception for the newly hired Town Administrator. Library will gladly accommodate; Reception will take place after October 29<sup>th</sup>. Susan will contact the Town Administrator and coordinate the details.

Susan and Lorreen will draw up and post a part-time position availability to assist with the adult and youth services. The posting will state that there is a possibility for full-time employment.

Bid for interior/exterior lighting improvement by "NEGM Lighting" reviewed. Lorreen was not present to explain and respond to questions, so this was tabled for the next meeting.

The Fuller Foundation has awarded a generous donation to the Library's general fund for "program support" in the amount of \$1,000.

Lorreen's note to the Trustees announced that the Library's campaign for environmental issues of local concern will begin with a speaker from UNH booked for a presentation in October.

Dale moved to adjourn, Emily seconded. Vote was unanimous, meeting adjourned.

Next meeting Tuesday, 10-23-07 at 5:30pm in the New Hampshire Room.

**DRAFT**  
**North Hampton Public Library**  
**Trustees' Meeting**  
**September 25, 2007**  
**Minutes**

5:40PM, call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, Acting Director Lorreen Keating and staff member Barbara Dewing.

Minutes for previous meetings reviewed and accepted as submitted.

**Treasurer's Report:**

- Fiscal '08-'09 proposed budget discussed. Primary issues were redefining library expense categories and discussing increases in costs and salaries.
- Library's proposed budget will be reviewed by the Budget Committee on Thursday, October 18<sup>th</sup>.
- Budget for previous fiscal year is in balance, and a finalized copy will be available within days (server crashed Saturday, "Botnay Bay" consultants will act quickly to resolve).
- Retirement section of Personnel Policy discussed. Emily motioned to keep matching retirement payment level, past five years of service (eliminating a change past ten years of service). Dale seconded, vote was unanimous.

**New Business:**

- Proposed Budget for fiscal 2008-2009 will be submitted to the Budget Committee for approval on the 18<sup>th</sup> of October.
- Review of Warrant Articles: Library Capital Reserve Fund article discussed. Emily motioned to pass along to Board of Selectmen for their placement on the warrant.. Dale seconded, vote was unanimous.
- Citizens Petition reviewed, in Support of North Hampton Library Trustees accepting Library gifts other than money, giving Trustees the ability to accept such gifts without waiting for approval at the annual Town meeting each year. Emily motioned to have the Trustees to sponsor, sign and seek other signatures. Dale seconded. Vote was unanimous.
- Policy and Procedures update: Circulation Policy discussed. Draft of Circulation Policy reviewed and updated, regarding definition of a "Library user". Further updates expected in the near future.
- A Library holiday schedule is expected to be prepared and approved by the October meeting.

**Librarian's Report:**

- Physical Plant Update: A new desk and 5 new chairs are due to arrive in mid-October. Also, Installation of new furniture will take place on 10/12.

- Financials: Preliminary Budget discussed further. Narrative presented and reviewed. **Deb Wever and Barb Dewing acknowledged for their recent efforts, and commitment to helping with budget transition on new system.**
- Staff: Page and part-time staff members' future schedule requests presented and discussed. Susan and Lorreen will attend NELA Conference in Sturbridge Village, MA.
- Programs: "Two Old Friends" music program well-received and very well-attended. **Monday, October 15, Friends will sponsor a "Women's Health Program"**. Also, "Local Issues of Environmental Concern" tentatively scheduled for Wednesday, November 14<sup>th</sup> at 7:00PM. Speaker to be announced later.
- Lorreen reported that the NAF Reports will be on Quickbooks within a week.

#### Non-public Session

Dale motioned to enter non-public session, per RSA 91-A:3, (II) b. Hiring. Emily seconded, vote was unanimous. *Meeting moved to non-public session.*

Dale motioned to exit non-public session, Emily seconded. Vote was unanimous. *Meeting returned to public session.*

Dale motioned to adjourn, Emily seconded. Vote was unanimous. Meeting adjourned.

Next Trustees' meeting will take place Tuesday, October 23<sup>rd</sup> at 5:00PM in the New Hampshire Room.

**North Hampton Public Library  
Trustees' Meeting  
Tuesday, September 25, 2007  
5:00PM<sup>18</sup>  
Minutes**

\*The purpose of this meeting is to gain consensus amongst Trustees', on the issue of which candidates, if any, are worthy of being offered the Director position.

5:00pm, call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford.

Emily motioned to enter non-public session, per RSA 91-A: 3, (II) b. Hiring. Dale seconded, vote was unanimous. **Meeting moved to non-public session for Director Candidate Interview.**

Discussion ensued.

Dale motioned to exit non-public session, Emily seconded, vote was unanimous. **Meeting returned to public session.**

Dale motioned to close the meeting, Emily seconded. Vote was unanimous.

**North Hampton Public Library  
Trustees' Meeting  
September 6, 2007  
Minutes**

\*The purpose of this meeting is to conduct interviews for Library Director.

5:05PM call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford.

Emily motioned to enter non-public session, per RSA 91-A:3,(II)b. Hiring.  
Dale seconded, vote was unanimous. **Meeting moved to non-public session for Director candidate interviews.**

Interviews conducted and discussions followed.

Dale motioned to return the meeting to public session. Emily seconded, vote was unanimous. **Meeting returned to public session.**

Dale motioned to close the meeting. Emily seconded, vote was unanimous.

Next regular trustees' meeting will take place at 5:30pm on Tuesday, September 25<sup>th</sup> in the New Hampshire Room.



**North Hampton Public Library  
Trustees' Meeting  
Wednesday, August 29, 2007  
4:00PM  
Minutes**

4:00pm, meeting called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Acting Director Lorreen Keating.

The primary purpose of this meeting is to conduct two consecutive interviews for Director candidates.

Emily motioned to enter non-public session, per RSA 91-A: 3, (II) b. Hiring. Dale seconded, vote was unanimous. **Meeting moved to non-public session for Director Candidate Interviews.**

Candidate interview conducted and discussion followed.

Dale motioned to exit non-public session, Emily seconded, vote was unanimous. **Meeting returned to public session.**

Dale motioned to close the meeting, Emily seconded. Vote was unanimous.

Next meeting, which will include another interview for the Director position, will take place on Thursday, September 6<sup>th</sup> at 5:30pm.

**North Hampton Public Library  
Trustees' Meeting  
Wednesday, August 22, 2007  
5:00PM  
Minutes**

5:00pm, call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Acting Director Lorreen Keating.

Minutes for the July 25<sup>th</sup> meeting were reviewed and approved as presented.

**Treasurer's Report:**

At the end of the fiscal year, we are on target with 100% of budget expended. Particular thanks to Deb Wever and Lorreen for their efforts in transitioning our accounting format to "Quickbooks". A year-end Non-Appropriated Funds report will be completed, pending final accounting conversion.

A preliminary Non-Appropriated Funds format was presented and will be refined and adopted as soon as possible. Lorreen is meeting with Quickbooks Consultants tomorrow.

Emily motioned to enter non-public session, per RSA 91-A: 3, (II) b. Hiring. Dale seconded, vote was unanimous. **Meeting moved to non-public session for Director Candidate Interview.**

Candidate interview conducted and discussion followed.

Dale motioned to exit non-public session, Emily seconded, vote was unanimous. **Meeting returned to public session.**

Dale motioned to close the meeting, Emily seconded. Vote was unanimous.

Next meeting, for the purpose of conducting further candidate interviews, will take place on Wednesday, August 29<sup>th</sup> at 4pm in the New Hampshire Room.

**North Hampton Public Library  
Trustees Meeting, July 25<sup>th</sup> 2007  
Minutes**

5:04pm, meeting called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Acting Director Lorreen Keating.

Minutes for June 21<sup>st</sup> and June 28<sup>th</sup> meetings were reviewed. Emily motioned to accept minutes as presented, Steve seconded. Vote was unanimous.

**Treasurer's Report:**

Lorreen reported that the software "DEC Easy" has been anything but, malfunctioning twice during the process of closing out the books on the fiscal year. Trustees expect to accept a final closing report on fiscal 2007-08 in August once the accounting system has fully moved over to "Quickbooks".

**OLD BUSINESS**

**Search Committee Progress:**

Minutes for the Search Committee have been updated and logged in the employees' notebook for review. To date, 16 new resumes have been received, with six expected to advance and be interviewed by phone. On August 7<sup>th</sup> and 9<sup>th</sup>, Linda Sherouse will be conducting brief interviews with the members of the Search Committee on hand by conference call.

**Environmental Awareness Program/Library Marketing Campaign:**

Emily offered ideas for a town-and-Library-based program that could take place in the near future, where experts in the field would share knowledge and perspective on the subject of caring for our environment and furthering North Hampton's understanding of this topic. Lorreen offered the title "Our Environment, Our World: A Discussion and Lecture Series". We will explore this potential program in future meetings.

**Personnel Policy Follow-Up:**

Dale presented the personnel policy that had recently been reviewed by State Librarians Sue Palmatier and Tom Ladd. Additions, insertions and adjustments were made, and the policy will be adopted. Emily moved to accept the personnel policy, pending coordination with the NH State Human Resources Department. Dale will seek clarification of legal appropriate terminology in the chapters on military leave and Federal Election Day. Steve seconded, Vote was unanimous.

**NEW BUSINESS**

**Investment Policy:**

Policy was reviewed and amended to adopt a recent law-change presented to Trustees of Trust Funds by the State Attorney General. This change in policy concerns Trustees' ability to invest in stocks and mutual funds under certain conditions (the Prudent Person Rule). Dale presented an amended investment policy, and will consult the AG's office to review the policy and to get clarification regarding the responsibilities related to the acceptance of stocks/mutual funds as gifts to the Library. Final policy is expected to be adopted in August.

**Newsletter Draft:**

Trustees discussed the newsletter draft and decided to submit it to Lorreen. The newsletter includes an update regarding the Director Search; acknowledgement and thanks to all the contributors in FY 07-08; physical layout changes in the library and the environmental program series.

**2008-2009 Warrant Articles:**

Emily asked for discussion on two warrant articles for the March 2008 Warrant - An article asking the Town to appropriate \$50,000 for the Capital Reserve Fund (equally matched with Library funds per 2006) and the adoption of a policy that allows for an immediate acceptance of non-money gifts in the future with Trustee consent, per RSA 202-A:4-d. It was decided that Lorreen would get the appropriate terminology for the Capital Reserve Fund and Emily would draft the Warrant article to meet the RSA 202-A:4-d requirements.

**Librarian's Report:**

- The Summer Reading Program was a success, involved over 200 patrons of all ages, and will be mentioned in the upcoming newsletter.
- The Harry Potter party will take place on July 31<sup>st</sup> from 7 to 9PM.
- Updates on new furnishings on order and annual pest control spraying.
- Quickbooks, the new accounting system, is up and running. Sample copies were reviewed by Trustees.
- Circulation Policy is expected to be presented to Trustees at the August meeting.
- Staff meeting scheduled for August 22<sup>nd</sup>.
- NAF report reviewed. Unanticipated donations totaled \$270.03

Emily motioned to accept unanticipated donations. Dale seconded, vote was unanimous.

Emily motioned to adjourn the meeting, Dale seconded, vote was unanimous.

Next meeting is scheduled for Wednesday, August 22<sup>nd</sup> at 5PM.

**North Hampton Public Library  
Trustees' Meeting  
Thursday, June 21<sup>st</sup>, 2007  
Minutes**

7:05PM, meeting called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Acting Library Director Lorreen Keating.

Minutes from the May 31<sup>st</sup> meeting reviewed and accepted as presented. Minutes from the June 2<sup>nd</sup> and June 9<sup>th</sup> meetings (non-public sessions for hiring issues) also reviewed and accepted.

**OLD BUSINESS:**

**Treasurer's Report:**

Past months' reports were examined. As of 4-30, we were on target with 83.3% of budget expended. Through 5-31, we stood at 91.67% of budget expended, and at year-end, June 30<sup>th</sup>, 2007, we anticipate that we will remain on target. Notable year-end costs are expected to include office furnishings, museum and aquarium passes, computer hardware, computer peripherals, and computer workstation hubs/shelving. Steve moved to accept the Treasurer's Report as submitted, Dale seconded. Vote passed, 3-0.

**Acceptance of Unanticipated Monies Less Than \$5,000:**

Motion was made by Steve to accept unanticipated monies totaling \$ 4,921.88. Dale seconded the motion. Vote was unanimous.

Lorreen presented a record of two deposits made during late 2006 that were unlabeled and not readily definable. Trustees asked that an inquiry be made to the bank to ascertain their origin. These will be further examined at the June 28<sup>th</sup> meeting. Agenda for 6-28 meeting will reflect acceptance of unanticipated funds if necessary.

Lorreen informed us of an un-deposited donation check dated 7-11-1996 for \$50. Lorreen will investigate and Trustees will review policy/protocol to prevent any such future occurrences.

Discussion ensued regarding policy of acknowledging and accepting amounts ("gifts, bequests, devises and personal property") less than \$5,000. RSA Rules 202 -A:4-c and 202-A:4-d reviewed, particularly in light of recent law change. Next fiscal year, Trustees may adopt a policy of periodic acceptance of gifts to more quickly acknowledge, label and deposit donations.

## **NEW BUSINESS:**

### **Selection of policies to review:**

Trustees examined Personnel Policy, with adjustments due to be submitted to the Legal Center and finalized at our subsequent meeting. Notable adjustments made to sections regarding hours of work, probationary periods, vacation days and higher education reimbursement.

Next policies to review and update will be the Circulation Policy, followed by the Investment Policy.

### **Librarian's Report:**

- NAF report submitted, with \$113 variance that will be investigated.
- Lorreen will update Physical Plant records, including insurance certificates for all contractors.
- Updated "Quickbooks" installation nearly complete. Accounts and Vendor records will be streamlined and easily accessible.
- Programs pending include "Reading RoadTrip USA", Adults Summer Reading, and "Tic Tac Read" for teens. **Many thanks to the Friends of the Library, whose \$200 donation will benefit the Teen Read Program.**
- End-of-year expenditures: Lorreen headed a discussion of items needed to be funded before the end of this fiscal year. These include Boston Museum of Science and Aquarium passes, computer hardware and peripherals, an audio book lease program for adults, and new furnishings to replace some of the antiquated office furniture and shelving throughout the Library space.

Steve motioned to enter non-public session, in accordance with RSA 91-A:3,II(b) Hiring. Dale seconded. Vote passed, 3-0. **Meeting moved to non-public session.**

Dale moved to exit non-public session, Emily seconded. Vote passed, 3-0. Meeting returned to public session.

Emily made a motion to have the Chair send a letter to the candidate and to repost the position. Dale seconded the motion. Vote was unanimous. Emily will meet with Search Committee Chair Linda Sherouse to develop a streamlined process to identify and advance all qualified Director-candidates to the Trustees for immediate review and/or interviews. This effort will be assisted by staff members Lorreen Keating and Susan Grant.

Dale moved to adjourn the meeting, Steve seconded. Vote passed, 3-0. Meeting adjourned. Next meeting is scheduled for Thursday, June 28<sup>th</sup> at 5pm in the New Hampshire Room

**North Hampton Public Library  
Trustees' Meeting  
Saturday, June 9th, 2007  
Minutes**

1:45PM: Call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford

*2:00PM: Steve motioned to enter non-public session, per RSA 91-A:3,II (b) Hiring. Emily Seconded, vote passed, 3-0. **Meeting moved to non-public session.***

2:40PM: Emily motioned to exit non-public session. Dale seconded, vote passed, 3-0. Meeting moved to public session.

2:50PM: Dale motioned to adjourn the meeting, Emily seconded. Vote passed, 3-0. Meeting adjourned.

Next meeting scheduled for Thursday, June 21st at 7PM.

**North Hampton Public Library  
Trustees' Meeting  
Saturday, June 2nd, 2007  
Minutes**

9:45AM: Call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, and Secretary Dale Rochford

The purpose of this meeting is to interview a candidate for Library Director and discuss her abilities and qualifications afterward.

*10:00AM: Steve motioned to enter non-public session, per RSA 91-A:3,II (b) Hiring. Emily Seconded, vote passed, 3-0. Meeting moved to non-public session.*

11:25AM: Emily motioned to exit non-public session. Dale seconded, vote passed, 3-0. Meeting moved to public session.

Discussion ensued on candidate interviewed.

Dale motioned to adjourn the meeting, Emily seconded. Vote passed, 3-0. Meeting adjourned.

Next meeting scheduled for Saturday, June 9<sup>th</sup> at 1:45PM for the a scheduled interview.



**North Hampton Public Library  
Trustees' Meeting  
Thursday, May 31<sup>st</sup>, 2007  
Minutes**

**5:00PM**, called to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford and Acting Director Lorreen Keating.

Minutes from April 30<sup>th</sup> meeting were presented and reviewed. Emily moved to accept the minutes, Steve seconded. Vote passed, 3-0.

**Treasurer's Report:**

Reports for the previous 2 months were presented and reviewed (March report corrected per a programs item). Through 9 months of the fiscal year, the expended budget is on target with 76.4% of budget expended. Through April, month ten, we are on target as well with 82.28% of budget expended. Dale moved to accept the reports as submitted. Steve seconded. Vote passed, 3-0.

**Old Business:**

**Search Committee:**

There remains an approval of minutes of final committee meeting due, to close and officially end the Search Committee's service. Dale will request that the State Library instruct us on the proper procedure to follow.

The Search Committee has formally advanced two qualified candidates to the Trustees for further consideration and interviews. The Trustees would like to acknowledge the efforts of all Committee members in a thoughtful and successful process. Thank you, Chair Linda Sherouse, and members Hope Miller, Suzette Miller, Dottie Dalrymple, Tamera Saal, Emily Creighton, and staff member Susan Grant.

**New Business:**

**Director Candidate Interviews:**

Emily offered a draft of interview questions, some in the form of real-life scenarios that will be presented to the candidate for thoughts on what the proper action would be in that situation. Topics of note include interaction with other organizations, financial management, interaction with the Board, and personnel management. Reference checking will likely be completed by Saturday, June 9<sup>th</sup>.

**Status of Long Range Plan:**

Lorreen completed a brief version, which can be accessed on the website under "News/Events" heading. Hard copies are also available at the Library.

**Review of Library Policies:**

All policies will continue to be reviewed and updated. At our next meeting, the focus will be on the personnel policy, particularly clauses concerning unpaid leave, job sharing, and holidays. An update of the circulation policy will follow.

**Patron Records Purge:**

Lorreen will explore how best to purge circulation records, as appropriate to maintain patron rights to privacy.

**Librarian's Report:**

- A preliminary NAF report was submitted for review.
- Goals and objectives of "Long Range Plan" available on website under "News/events" and "Newsflash" headings.
- An unexpected electrical repair was done in the workroom, to correct a fire hazard due to power overload. Funds for this will be drawn from NAF.
- Installation of Quickbooks Pro continues. Deb Wever is expected to complete setup by June 10<sup>th</sup>. New software is expected to "go live" on July 1<sup>st</sup>.
- Newest meeting room booking form presented and accepted by Trustees.
- Welcome Anne Atkins for Monday and Tuesday summer replacement of Barbara Dewing, who will still work her approved hours for technical services.
- Pending Library programs include "READING Road Trip USA" (6/21), Adult Summer Reading (6/25), and "Tic Tac read" (6/26).
- Lorreen and Susan Grant both attended the NHLC 2007 Library Conference. Both submitted detailed reports of ideas and programs for consideration.
- Ideas for expenditures were presented by Lorreen. Trustees offered to focus on 1. Two Old Friends Celtic Music presentation; 2. Buying a two-year movie license at a significant discount to the annual license; and 3. Funding children's summer programs, including Martha Dana's Puppet Show, Clayworks Story and Crafts, partners in Rhyme, and "Magic for Muggles". Workspace/workroom overhaul will be explored further in future meetings. Emily motioned to approve funding for these projects from budgeted funds. Steve seconded. Vote passed, 3-0.

Emily moved to adjourn the meeting, Steve seconded. Vote passed, 3-0. Meeting adjourned.

Date of Next meeting, June 21<sup>st</sup> at 5PM in the New Hampshire Room.

**North Hampton Public Library  
Trustees Meeting  
Monday, April 30 – 2007  
Minutes**

Call to order, 5pm. Present were Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, Acting Director Lorreen Keating, and Staff member Barb Dewing.

Minutes of the March meeting reviewed. Emily moved to accept minutes as presented, Steve seconded, vote passed 3-0.

**Treasurer's Report:**

- Acknowledgments to Deb Wever for her continued efforts during our transition to more modern accounting methods.
- Through nine months of the fiscal year, 70% of budget has been expended.
- Notable costs were administrative expenses (checks), programs (Tillinghast fund likely will help boost that category), and software. We will look into the likely future expense of the software category since it is rapidly expanding and more difficult to predict.

Dale moved to accept the Treasurer's report as submitted, Emily seconded, vote passed, 3-0.

**OLD BUSINESS**

**Search Committee:**

- Last meeting (4-10) focused on final touches on interview questions and reviewed candidates' strengths and areas where more information might be desired.
- New category of interview questions added, regarding finance/administration. Emily will lead this inquiry focusing on budgets and interaction with local government officials.
- Interviews postponed by weather will begin on Tuesday, May 2<sup>nd</sup>.

**DLP Projector Policy:**

- Lorreen revised both the policy and the Meeting room booking form for clarity. Only equipment available to all applicants will be listed.
- Items of significant value purchased for library use will be limited to library-sponsored programs.

**Needs Assessment Update:**

- Patience Jackson offered to visit the library to gather all necessary information on a Saturday morning in the near future, and anticipates that 10 billable hours should be sufficient to cover a new assessment.

- Trustees and Acting Director discussed Ms. Jackson's and other assessors' qualifications and, based on her resume and vast experience – particularly as our 2001 assessor – selected Ms. Jackson for this task. Lorreen will gather available dates for this job, expected to be completed by the end of June.
- Fees for this task will come from invested funds.

**Long Range Plan follow-up:**

Given our state-of-transition, a newly hired Director will need to be involved in the formal plan, so the completion of the long version will be postponed. However, given the goals and objectives developed with assistance of the Friends of the Library, Lorreen and staff will prepare a brief version for handout and a posting on the website. This short version will concentrate on our vision of five areas: Facility, Collection, Programming, Technology and Local History. This is expected to be completed by May 31<sup>st</sup>.

**PAL and Newsletter update:**

The newsletter circulation will likely be reduced to once a quarter. Next issue is due out in mid-summer and the fall issue will be planned for mid-September. Lorreen will check with the town and school to ensure that their schedules are aligned.

**NEW BUSINESS**

**2007-2008 Goals reviewed:**

Notable goals discussed included personnel policies and procedures, and prioritizing facility issues. Most goals were met, yet more organization – particularly with policies and procedures – is necessary.

**Marketing and Promotions:**

Our focus near-term is for more library exposure in the print media. Also, a new library logo is needed, with possible solicitation of the public for ideas.

**LIBRARIAN'S REPORT**

- Recent computer server crash/hardware malfunction was caused by defective equipment and replaced free of charge by Botnay Bay under warrantee. Back-up drive on order.
- Lorreen will supply list of lighting contractors for quotes on exterior and vestibule work. Tiling samples and quotes are pending as well.
- Late May scheduled for pest-control work.
- New industrial vacuum will be purchased soon pending approval.
- Accounting program, DAC Easy, needs to be replaced. QuickbooksPro 3, currently in use in Rye and Hampton, is best value and most appropriate for the library. Lorreen will visit with Rye Trustee and Quickbooks consultant Joan Sweeney for assistance. Estimate for consulting help will be obtained by Lorreen.
- Patron Conduct Policy refined and adopted pending final printed copy. Three changes to include a weapons, hygiene and “appropriate clothing” clause.

- Equipment Policy (including DLP projector) finalized and adopted.
- Next staff meeting Wednesday, May 23 @ 9am.
- PAGES: The plan to add page hours was presented and reviewed by Lorreen and trustees. Lorreen proposed an increase in page hours from six hours per week to ten. Dale moved to accept the proposal as submitted, Emily seconded. Vote passed, 3-0.
- Barb Dewing will attend a Windows Server workshop this summer, which will benefit both her and the Director she will train in this area.
- NHLA Conference on May 17-18 will be attended by Susan and Lorreen.
- Jill will workshop at the NHSL to advance online reference skills.
- Lorreen proposed making the popular and successful art class offered by Phyllis Marsh a twice-yearly session, and will look into funding sources (such as Friends) to help finance.
- Currier Traveling Art Program will be held on May 7<sup>th</sup>.
- NAF Funds Reports for February and March were presented and reviewed.

Emily moved to adjourn the meeting, Steve seconded. Vote passed, 3-0. Meeting adjourned.

Next meeting, Thursday, May 31<sup>st</sup>, 5pm in the New Hampshire Room.

**North Hampton Public Library  
Trustees' Meeting, March 28<sup>th</sup> 2007  
Minutes**

Call to order, 5:08pm. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford. Guests, staff members Barb Dewing, Susan Grant, and Lee Kierstead.

Minutes from February 28, 2007 reviewed and approved as submitted.

**Treasurer's Report:**

- Through 2/3rds of the year, we remain on-target with 66.67% of budget expended.
- Notable costs include Operations, Utilities, and Plant/Equipment.
- Also, we are seeing a slightly larger than expected outlay for "programs", to which the Tillinghast funds are expected to contribute in months ahead.

Dale moved to accept the Treasurer's report as submitted, Steve seconded, vote passed, 3-0.

**Old Business:**

Director Search Committee:

- There are currently six candidates advanced for consideration by the committee. They will receive a "town packet" (prepared by the staff) acquainting them with North Hampton, when they are interviewed by the Committee.
- Interviews are expected to begin on April 10<sup>th</sup> and 12<sup>th</sup>, with another round on May 1<sup>st</sup> and 3<sup>rd</sup>.
- Discussion took place regarding the staff's desire for representation on the committee. Trustees discussed the terms of this request, given the voting structure at present, and the late stages of the search process in general. Trustees agreed to accommodate this request by appointing a full-time staff member per this request. Emily moved to appoint Susan Grant to the Director Search Committee, in a non-voting, advisory capacity as a staff representative to address staff needs and concerns on this committee. Dale seconded, vote passed, 3-0.
- Trustees agreed to give advance notice to staff for a post-interview, open informal session to meet with final candidates for Director.

Long Range Plan: Lorreen, with help from staff, will prepare a brief hand-out, along with a short memo on the website, indicating that the Long-Range Plan Committee met and, together with the Trustees and Director, developed long range goals.

Town Financial Auditors are conducting a random spot-check of Town accounts and a few random Library account records have been requested. Lorreen has provided these records for review.

Needs Assessment: A letter including updated statistics of the library and the town will be sent to Patience Jackson, the Library's 2001 needs assessor. The letter will request an expected timeline and dollar-quote to update the Library's 2001 assessment.

### **New Business:**

Emily was re-elected Library Trustee since last meeting. Trustees discussed reorganization of the Board. Dale proposed to keep positions as they currently stand, Emily seconded. Vote passed, 3-0.

The DLP projector, an expensive piece of equipment purchased for the library by the Friends of the Library has been in demand for non-library use. Trustees and staff present discussed the need for a uniform policy for this equipment, as it can pose a fire threat and contain delicate components. Trustees agreed to restrict use of DLP projector to members of staff, Friends, or the Board of Trustees for library use only.

### **Librarian's Report:**

- Plant Maintenance priority list reviewed, to assess the pending tasks relative to expected budget.
- Replacement of antiquated, failing interior lighting fixtures will be done by PSNH. Rebate of \$1450 and yearly cost savings of \$1500 expected.
- Outside fixtures and work in general may be provided by town maintenance.
- Quickbooks, 2007 Edition will likely be purchase by Lorreen, pending a few quotes to determine best value. Accounts expected to be set up by May.
- Patron personal hygiene issue recently brought to attention of the Board. Policy will be adjusted to respectfully address this situation in the future, without violating personal rights. Dale motioned to authorize Lorreen to adjust the "Library Behavior Policy" regarding personal hygiene/respect for other patrons and staff for a reasonable library environment, effective immediately upon completion. Emily seconded, vote passed, 3-0.
- Further discussion took place regarding communication and representation between staff members, and between the staff and the Director Search Committee.
- Programs pending include National Library Week ("Come Together"), Barbro Bohl hosting a Spanish language game on 4-16, and the Mytraoshka Russian Painting Workshop, moved to Thursday, 4-19 from 6 to 9pm.
- Sean O'Kane of Hollis, son of the late Robert O'kane, has graciously offered to be involved in the allocation of the \$3,000 + recently raised in the name of his father. He also expressed an interest in helping raise funds in the future in recognition of the library's importance to Robert. Lorreen, on behalf of Trustees, staff and Friends, expressed our sincere gratitude for this kind gesture.

- Newsletter: PAL has withdrawn involvement in the newsletter, leaving a decision to either increase budget between library and school, or downsize. Less frequent circulation (quarterly, to be in synch with the town schedule) is likely outcome. We will also explore possibilities for a version on the “virtual town hall” site as well as the library website, as a PDF.

Steve moved to close the meeting, Emily seconded, meeting adjourned.

Next Trustee meeting scheduled for April 30<sup>th</sup> at 5pm.



**North Hampton Public Library  
Trustees Meeting  
February 28<sup>th</sup>, 2007  
Minutes**

5:05pm: Call to order. In attendance, Chair Steve Miller, Treasurer Emily Creighton, Secretary Dale Rochford, and Acting Director Lorreen Keating.

Emily motioned to accept minutes from 1-24-07, Steve 2<sup>nd</sup>, vote passed 4-0.

**Treasurer's Report:**

- Through seven months of the fiscal year, we remain on target with 58.3% of budget expended.
- Notable costs included the mostly dormant "administration" category (small fee for deposit tickets).
- Discussion of ongoing bookkeeping transition, change will take place at fiscal year from *Dac Easy* to *Quickbooks*.

Dale provided an update on all checking and investment accounts, regarding rate of interest. Trustees agreed to leave accounts alone as their rates are competitive.

**OLD BUSINESS:**

**2006-2007 Goals review.**

- NAF and expended budget reviews were completed and satisfactory. Lorreen will work on refining the job description of Adult Services Librarian.
- Shelved for next meeting, a review of staffing levels, compensation and health insurance.
- Also pending, a revised "Director-performance-report" and further discussion of end-of-year employee acknowledgment.
- Marketing/PR: Newsletter article pending; we'll further explore opportunities to be covered by the local newspaper.

**Long Range Plan follow-up:**

Next step is to revise our goals on the website, and have the committee meet to list objectives and work on a communication for the general public.

**Update on Director Search Committee:**

Last meeting on 2-13-07 yielded 3 candidates advanced for further consideration. Closing date of Feb. 28 may be adjusted a few days in case of last-minute resume submission. Next committee meeting is March 6<sup>th</sup>.

### New Business:

Direct mail piece promoting a YES vote on Capital Reserve Article will be printed and circulated by Allegra Printing. Emily updated and presented this piece for distribution to the public. Lorreen and Jill will refine this further before publication. This communication is expected to be mailed by Wednesday, March 7<sup>th</sup>. Payment for this will be from NAF funds.

### LIBRARIAN'S REPORT:

- **Technical Services:** New Server is being built by Botnay Bay in Portsmouth, and software will be purchased through TechSoup, a non-profit donor, at significant savings. **Special mention to Barbara Dewing for her efforts** in this process through the pending full installation. This project was budgeted for 2007-08, but its urgency mandates payment immediately (from Hobbs Funds) and repayment from next year's operating fund from which payment is budgeted.
- **Physical Plant:** Lorreen provided an update on all carpeting and tile issues, expected costs, referrals and estimated project schedules.
- **Financials:** Additional hours of scheduled time requested for Deb Wever to compete ongoing accounting reorganization. Previous accounting had resulted in inefficiency on *Dac Easy* that needs continued correction. Itemized hours necessary for this ongoing process were presented. Trustees agreed to extend hours and revisit this issue.
- **Policies and Procedures:** Updates to Library Assistant description and procedure manual are being updated.
- **Staff:** Staff members scheduled on Monday, 2-14 were paid for hours during this snow day, per "inclement weather" policy. Next staff meeting, March 14<sup>th</sup>.
- **Programs:** Phyllis March will offer art classes on Tuesdays beginning March 6<sup>th</sup>; Barbro Böhl will host a Spanish language game on April 6<sup>th</sup>; Russian painting workshop slated for April 19<sup>th</sup>; Currier traveling art program will be held at the library in April.
- **Remembering Dr. Robert Maxwell O'Kane:** Dr. O'Kane passed on February 16<sup>th</sup>. He was a valued patron and great supporter of our library. His family directed donations to the library in his honor, resulting in a total gift of \$1,080.00. **We are profoundly grateful for this thoughtful gesture, and wish to extend our heartfelt thanks and condolences to his family.**

Next Meeting is scheduled for Wednesday, March 21<sup>st</sup>, at 5pm.

**North Hampton Public Library  
Trustees' Meeting  
January 24, 2007  
Minutes**

5:02pm, meeting called to order. In attendance were Acting Director Lorreen Keating, Treasurer Emily Creighton, and Secretary Dale Rochford. Get well Steve.

Minutes for 12-27-06 and 11-29-06 meetings approved as submitted.

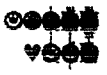
**Treasurer's Report:**

- Through 6 months of the fiscal year we remain on target with 50% of budget expended. Notable costs included "supplies", a category that Lorreen and Deb will review to ensure that only supplies are paid for in this category. It was discussed that rugs were charged from this account and that adjustments will be made to ensure the supplies account reflects supplies only
- "Misc. Admin. Expense" which will need a budget to cover expected background checks and other costs associated with the Director search. We will look to cover this with monies from the existing budget.
- Computer Software category, ahead of budget from "Dear Reader" program, will be funded from NAF.
- Most notably, a continuing audit of accounting practices by Deb and Lorreen has revealed a greater need to organize the accounting process, which will result in a need to journal funds from NAF account to Operating Funds account.
- To ensure public safety, carpet repair will be an immediate pending cost. Lorreen will seek estimates.
- Lorreen will also look into conversion to "Quickbooks" a more user friendly accounting system.

**OLD BUSINESS**

**Search Committee:**

- Search Committee Chair, Linda Sherouse will be given keys to recently acquired on-site lockbox containing personal information on candidates for the Director position.
- Dale will draft a letter to staff and volunteers updating them on the Committee's progress over the past month. Minutes of the Committee and the schedule for the hiring process will be placed in the employees binder.
- Lorreen has reserved the Feb 13 meeting will be in the smaller New Hampshire Room, 7pm.
- The March 6 meeting was also reserved and will be in the Craig room, 7pm.
- Dale will notify Chair, Linda Sherouse.



**Personnel Policy**

Lorreen will pass our Personnel Policy through the NH Legal center

**Long-Range Plan:**

- The formal long version of the long-range plan will be put on hold until a Director is hired. Director will have an eventual role in finalizing this plan, with one, three and five year goals. In the interim, Lorreen will work with staff members to develop a shorter version of this plan to disseminate this year to the public. Lorreen will give us a progress report at our next meeting.

**Warrant Article:**

Department of Revenue Administration changed the wording of the Library Warrant Article.

Original wording submitted: Article 17.

Shall the Town vote to raise and appropriate by taxation the sum of fifty thousand dollars (\$50,000) to be placed in the Library Capital Reserve Fund established in March, 2006 for the planning and construction of a library addition or new building? If appropriated, the Board of Library Trustees will match this amount (\$50,000) from its invested funds, resulting in a total of \$100,000 to plan for future accommodation of our library's need for space that adequately provide information, technology, and programming for adults and children, and community meeting room space.

DRA's change of the Wording: Article 17.

Shall the town vote to raise and appropriate by taxation the sum of fifty thousand dollars (\$50,000) to be placed in the Library Capital Reserve Fund established in March 2006, for the planning and construction of a library addition or new building? If appropriated, these funds will have a matching amount (\$50,000) deposited into a separate special account established for that purpose by the Board of Library Trustees using investment earnings.

The Board of Selectmen has recommended this article 3-0. The Budget Committee will be voting on all Town Warrant Articles tonight.

**NEW BUSINESS**

Library Needs Assessment: A list from Pam was provided in the past, which we will research and reduce to a few names to call and check on availability. It was discussed that we want to ensure that we acknowledge Patience Jackson's, (consultant hired in 2001) experience working with our library and how that may benefit our Library.

**LIBRARIAN'S REPORT**

**Banking Issues:** (Lorreen researched where liquid assets may earn more interest)

- Discussion of CD's maturing in 8-07.

- Operating and NAF funds will be moved to interest-bearing accounts, provided there are reasonable minimum value limits.
- Dale will contact NH PDIP, TD Banknorth and Citizens' to research further.

**Town Maintenance on Library:**

We have ranked in order of importance, the projects pending:

1. Carpet repair
2. Tiles in vestibule at main entrance threshold
3. Front ramp repair
4. Exterior lighting
5. Interior lighting/ceiling
6. Exterior painting (trim)
7. Bathroom and hallway painting
8. Repair outside wire outlet(s)
9. Ceiling and floor repair in furnace room

Honorable mention for Susan's A-grades in her first semester at SCTV University.

Celtic Music and Storytelling program planned for adults and older children in March.

Packet of community information to acquaint final candidates for Director with the library and community will be prepared. A list of information will be forwarded to Chair Linda Sherouse for Committee review and comment.

NAF Report reviewed and accepted as submitted.

Date for next meeting has not yet been set.