

North Hampton Public Library Trustee Meeting Minutes of July 15, 2009

Present were Emily Creighton, Chair, Alison Robie, Treasurer, Peter Parker, Secretary, Susan Grant, Library Director, and Lorrreen Keating, Assistant Director and Children's Librarian, Faith Walsh and Barbara Dewing.

Meeting called to order at 4:05pm. Before beginning with the agenda Susan introduced Faith Walsh to the board. Ms. Walsh, who is a C.P.A., has been engaged as the Library's accountant/bookkeeper and will, among other duties, prepare the Library's monthly financial statements. After being introduced Ms. Walsh answered several questions for us and then departed at 4:08pm.

Emily then brought the website of the Boston Athenaeum to the attention of the Board which she accessed for us and indicated that maybe we could use it to enhance the NHPL website with similar features: information about the library, solicitation for support, etc. Emily mentioned that Channel 22 Producer, John, would be willing to produce public service commercials for us. Susan told us that she hopes to add a "table of contents" to the Library's website, including PowerPoint materials created by Barbara, "films" created by John, etc., all of which would also be accessible through the Town website, but would be "owned" by the Library. There were some concern about how - and how much - banks would charge to process possible credit card donations collected through the Library's website.

Emily informed us that she had not had the opportunity to -review the June 18 minutes with her notes, but after Susan brought two errors to our attention, Alison moved, and Emily seconded that the draft minutes be approved.

Treasurer's Report: Susan provided the Board with a print-out of the Library's financial statement from 7/1/08 to 6/30/09 (attached). The report indicated that total expenditures to June 30 were 92% of budget and Emily asked why we were not at 100% at the end of the fiscal year. Susan explained that the principal reason was salaries, but, after some discussion, it was noted that the report was not complete to show that the remainder of the budget money as encumbered. Susan will update the financial report and send the Trustees a copy. Emily asked Susan to research and next month, present to the Board a comparison of this year's income with last. It was agreed that the proposed budget for FY 10-11 will be \$332,530 and that some expense lines would be changed or combined, *e.g.*, "Meetings, Conferences, Dues" and "Continuing Education" Emily noted that in the future, "unexpended funds" will be moved to accounts that are core to the Library's mission: books and programs.

Discussion then turned to Encumbered Funds. Susan provided a brief report of expenditures to date. The Board requested that future “encumbered funds” reports indicate which budget category the funds would come from when the supplies or services are delivered and billed. Peter moved and Emily seconded that the Treasurer’s Report be accepted. Unanimous.

Discussion of Non-Appropriated Funds followed. Lorreen was asked to contact the Trustees of the Trust Funds to secure a report of the Library Trust and Capital Reserve Funds to present at the August meeting. Report Approved.

Old Business: Before discussing Susan’s goals for 2009-10, Emily asked that we look at the 2008-09 goals first to see what has been accomplished, and that we compare the Director’s goals with the Trustees’ goals and the long range plan. Emily noted that these documents have common elements of focus: (1) facility, (2) the collection, (3) programming, and (4) the community and local history. All agreed that, in the planning process, alternative sites for the Library were certainly to be considered. We agreed, too, that as part of the refurbishment of the New Hampshire Room (new carpet) that thermal window treatment and improved signage be part of the plan. Emily suggested another way to determine what programs and services our users want, ~~that a~~ “What Kind of Programs would You like?” suggestion box be prominently placed. There followed some discussion of what kind of program or media changes might be needed to continue to attract younger people who no longer think a book-based library is necessary or useful. Alison even suggested that a “Wii Competition Night” might be appropriate.

Emily asked Susan if she would research what federal and/or state funding sources might be available for library buildings. She suggested, too, that we contact NH Executive Councilor Beverly Hollingworth to learn whether there is stimulus money available. Alison mentioned that we should also contact the State Library. We all agreed that Susan and Lorreen should continue to compile statistics such as circulation-per-capita, etc., to strengthen the Library’s case for a new facility.

There followed a brief discussion of the Director’s Review process. Trustees agreed that an employee anonymous questionnaire used in the past would be appropriate to use again. The questionnaire will be included with the Director’s Performance Report draft being prepared by Emily and Susan. They will be reviewed by the Trustees before being finalized.

Alison told us that she had reviewed the Citizen’s Bank Collateral Agreement and found that the forms, which Trustees have all signed, need an additional “witness” signature which Susan provided. Forms will then be returned to the bank by mail.

Susan noted that she has been working with the Town Administrator to ensure that our insurance policies are up to date should we need to use them. Lorreen and Susan agreed to complete updated building infrastructure priorities and energy/environmental action updates for the Board. Discussion then moved on to the Fire Alarm. Two instances of the alarm going off prompted the company to call board members but we must bear in mind that the alarm company's responsibility is met when they have placed the call. It was noted that the Fire Department is called first and Library Personnel are called as a courtesy.

Emily then asked Alison and Peter whether they had copies of the revised Investment Policy, noting that she did not. We all agreed that we should have lists of all policies with the date of the most recent revision(s). Susan will send board members copies of updated policies.

New Business: Emily told us that she had attended a meeting of the Friends of the Library where she learned that the Friends were preparing a new brochure.

Discussion then turned to the Town's *Request for Proposals . . . for Municipality Campus Planning Study*. Board members agreed that the language of the RFP was not in the best interest of the Library and that a more comprehensive program to elicit needs of the various town departments be developed before such a study. The Board plans to attend the July 27th Select Board meeting to hear and make comments as needed.

Emily asked whether Alison and Peter had reviewed the Library Technology Position description; neither had, but will do so before the next meeting. Susan told the board that she had reviewed policies for other libraries and had concluded that only Rye had a more complete and meaningful policy than North Hampton.

Discussion then turned to the IT position. The job description for the IT position has not yet been approved by the Trustees. Barbara Dewing has worked part-time with both IT and ILL responsibilities. Based on technology needs, Susan wishes to expand hours, remove ILL responsibilities, and explore an increased salary for the position. She noted that Rye recently advertised its IT position with a salary of \$35K to \$45K. Susan wants us to be competitive and wants to expand to a 29/hr/wk position, offer Barbara a bonus and increase her salary for 2010-11. There was additional discussion and Susan was asked to research and present to the board.

Emily noted that she continues to receive bank correspondence. Because Alison is now Treasurer, it was agreed that all bank correspondence and interaction will be given to Alison. Further, Lorreen informed us that Ocean wants to establish an on-line banking capability with us. It was decided simply to roll-over - and not add to - the Certificate of Deposit that we have with them.

Emily told us that she had received many favorable comments about the most recent issue of the *North Hampton Community Newsletter* in which “our” letter appeared on the front page.

Emily then suggested that staff members use Library Passes for Fuller Gardens, etc., so that they are familiar with the museums’ policies and usage process to enhance their explanations and responses to patron questions. We agreed.

Emily also asked Susan to schedule a staff refresher training update on the Library’s emergency policy and procedures. She asked that Susan periodically discuss policy and procedure reminders throughout the year.

We then agreed that Peter and Susan should work out the details of the furnace service contract with Lamprey Brothers.

It was agreed that the **Next Meeting** will be on August 12 at 10:00am.

Meeting adjourned at 5:32pm.