

North Hampton Public Library Trustee Meeting
August 12, 2009
Approved Minutes

Present: Emily Creighton, Chair, Peter Parker, Secretary, Susan Grant, Library Director, Lorreen Keating, Assistant Director and Children's Librarian, and Barbara Dewing. Alison Robie, Treasurer, was not present.

Before the meeting was called to order Lorreen advised us that the Library needs a credit card for on-line purchases. Lorreen said that she would check on a bank-based card with and automatic payment and bring the paperwork for the Trustees approval.

Meeting called to order at 10:05 AM. Upon Peter's motion, seconded by Emily, the amended and corrected Minutes of the July 15 meeting were unanimously approved. They are to be forwarded to Barbara for posting on the Town's website.

Treasurer's Report: Emily noted that, on the copy of the July budget report distributed, there was a entry labeled "mistake of Town budget" for \$1,973.20, which, although not yet credited to the Library, will be. Susan was asked to explain the mistake. She said that she would get with the Town accountant to find out why. It was also noted that while the monthly portion of the budget should be about 8.33%, the current report showed Salaries to be at 11%. Susan told us that hourly staff is at 13% because some full-time staff were on vacation in July. Susan also informed us that, in January, 2010 Faith Walsh will assume the payroll preparation responsibilities now done by ADP. However, Susan pointed out to us that Faith will need appropriate software. All agreed that it will be important to monitor the payroll closely.

Discussion moved on to Non-Appropriated Funds. Peter asked whether there were defined purposes for funds such as Fuller, Hobbs, Tillinghast, and O'Kane. It was agreed that Susan and Lorreen will provide Trustees with a brief summary of the purposes and limitations, if any, as well as the available balances of these funds. There was some discussion of the possibility of the Library's sponsoring an event that would "honor" something in which O'Kane had serious interest.

Peter asked why that amount budgeted for heating oil was so high. We were told that the budget was prepared when "pre-buy" prices were high, but that it is probable that the Library will probably not pay nearly the budgeted amount. Emily asked Susan and Lorreen to prepare a retrospective summary of heating oil costs - perhaps five years, if possible.

Discussion then turned to the appropriate purposes of the RC Aces contribution for meeting room usage; it was agreed (Peter motioned and Emily seconded. Unanimous) that the money should be used for building maintenance: carpet cleaning, u/v shielding for the windows, etc.

Old Business: Discussion turned to the revised "Library Director's Goals" which Susan had sent to Trustees on July 30 in pdf format. Susan indicated that they were a work-in progress and noted that, her revised goals were prompted by the Draft *Performance Evaluation*. Emily asked that Susan specify when she thought the objectives would be accomplished - and at what cost. There was some discussion of the "Programs" objectives and Emily suggested that Susan identify what types of programs the community wants and to coordinate with Town organizations to see how the Library can help promote their efforts. Mentioned were the Historical Society, and the Heritage Commission and the Conservation Commission. Peter asked how staff now "evaluates" programs and determines "community needs." Susan told us that there the process is informal, based largely upon conversations with those attending. Lorreen indicated that the evaluation process for children and teens will be rather more structured, that she will ask "five questions" of those attending: what did you like?; what didn't you like?, etc.

Peter asked about the Library's "presence" on the School's website to which Lorreen answered that there is a link to the Library's website and catalogue. *[Peter tried that link while drafting these minutes and discovered that the it did NOT work on 8/17 at 11:20AM.]*

Discussion then turned to assessment of the Library facility. Emily asked that Susan prepare a list of things that should be looked at regularly (caulking, windows, etc.) which Susan agreed to do. We all wondered whether the Library might engage a professional commercial building inspector to alert us to things that may need attention/fixing, as well as potential safety and ADA issues.

We then discussed the Director's Review Process. Emily noted that she had sent Susan a draft of a questionnaire for Library staff that she believed was an important part of that process. Because Alison was not present Emily and Peter agreed to postpone further discussion of the process. It was agreed, too, that the preparation of a Risk Management Checklist is very important and that Susan would have to rely upon her Library colleagues as well as other Town employees to prepare such a list. And that the list, along with the facility assessment, should be completed before the preparation of the Library's operating budget.

Some discussion of the audit process followed. While currently the Town's auditor spends about a day on Library accounts, the process is not comprehensive. At Lorreen's suggestion that the Library might engage a non-for-profit auditor to perform a comprehensive audit of the Library's book, we agreed to consider this possibility.

Susan and Lorreen should check with the State to find a person/firm that would perform such an audit for us - and how much it would cost.

Discussion then moved to consideration of the Energy/Environmental Actions List. All agreed that improvement of the windows and making the lighting to more efficient were possible and should be addressed. Filters in the HVAC system have been cleaned, so there will probably be an improvement in cooling this summer.

Next was the Trust Fund Report. Lorreen distributed a report of the Town's Trustees of Trust Funds, showing that the Library's Capital Reserve building fund had a June 30 balance of \$158,578.98 and the Library Fund: \$3,097.01. Lorreen noted that the Library also has about \$300,000 in a separate fund, and that the balances of certain Funds (Hobbs, Tillinghast, etc) are not reported to the Library monthly. She has not yet prepared a comprehensive report of our fund balances. And will ask that Faith Walsh prepare monthly reports of all Trust and Non-appropriated funds. The non-availability of federal and state funds for Library Building was discussed next. There was some discussion of whether the Library's bathroom could be made more accommodating if the two were combined into a unisex facility. We agreed that the facility/ies need to become ADA accessible. Susan will report at the September meeting whether there are Federal or state funds to help with the ADA requirements.

Next on the agenda was the comparison of income for FY2009 against FY 2008. Susan had e-mailed it to the Trustees yesterday (8/11). While some sources had shown serious decline from FY2008, in all there was only a 6.86% decline in income: down from \$18,959.54 to \$17,659.09 for FY2009.

Barbara Dewing provided us with a summary of "Usage Statistics" for the Library's website: there has been a significant increase in "hits" over the last year. She told us, too, that the number of individuals visiting the website increased from 1,276 in September 2008 to 5,653 in July 2009. When asked if there as an explanation for the increase in the number of "visits" over the past year Barbara pointed out that patrons can now "renew" materials checked out via the internet. Emily suggested that, in the next newsletter, that Susan and Barbara inform and remind readers about the Library services that are now available electronically.

It was noted that the next item on the agenda, the Furnace Contract, will be addressed in the Library Director's Report. Because Alison was not present at this meeting, Emily indicated that we should postpone discussion of the Library Technology Job position and salary so that Alison participates in the discussion. Neither Emily nor Peter had any difficulty with the job description, but the discussion concerning salary will be postponed until the next meeting to give Susan time to present findings of compensation at other libraries for like job descriptions and for Alison to participate. It was discussed that the position is not to be full-time for now. Considering the move to technology, future planning is needed to ensure that the library has a full time tech person. At the September meeting, Susan will present details concerning proposed hours/week as well as comparative data from the state and other libraries.

New Business: We discussed "New Building or Expansion Planning." It was noted that architects have been informed that the Town has scheduled a walk-through for August 19. But Steve Fournier did not include the Trustees on the distribution list for the RFP. We agreed that the Library has to put together and publicize a "vision" of its needs to make sure that town residents understand. Emily mentioned that a "new" library had been part of the previous (2003) Town Long Range Plan developed by the Planning Board's Long Range Planning Committee. In 2004 the Planning board created an ad hoc committee (Municipal Facilities Advisory Committee) to assist in amending the Master plan. This committee authored

a report that included the development of the proposed Library. Emily suggested that we begin to have residents weigh in on what a new library looks like to them, find out from the public what they think the new library would look like, what services it should be able to offer. Susan stated that they had discussed placing drawing pads, etc. in the Craig Room and ask the public to come in to tell us what they want. We could solicit ideas through our website, too. Lorreen indicated that she could solicit ideas from younger residents - and their parents - too. Our visioning process will evolve as we work with the Town officials and residents. Emily noted, too, that a fund-raising committee will have to be formed for the new Library. She mentioned that there are people who are interested in helping the Library. She noted that Phil and Lisa Wilson were willing to host a dinner for the Library. Their preference is to help the Friends raise money to enhance services. She noted that we should start a "list" of potential donors to a capital fund. It was decided to continue this discussion at our next meeting.

Emily then suggested that the Library should endeavor to use Channel 22 to make the public aware of the services and programs we offer. This could take the form of brief messages about Library events to its regular programming. She suggested that the public should know what is happening in the library; information such as the increase in Library circulation would make them aware of the increase in service demand. Because John's, (Program Producer of channel 22) schedule is so tight, Susan and Lorreen should come up with at least three or four scenarios before an appointment with him to let him know what we want.

Emily then asked Peter about the ALA / ALTAFF letter. Peter explained that the Library Association (ALA) has recently merged with the Association of Library Trustees, Advocates, Friends, and Foundation (ALTAFF). They are soliciting our support, but their letter did not indicate how that support might be offered. Peter will keep the Trustees informed.

Librarian's Report: Susan asked whether book sale and Conscience Jar funds could be used for media purchases. Peter motioned, Emily seconded and vote was unanimous .

Susan then informed us that a new Adult Page will be necessary to assist Ashley at the front desk. Peter motioned, Emily seconded and vote was unanimous.

Susan placed two draft policies before the Trustees: Tutoring and Volunteers. Peter moved to approve the Tutoring Policy with discussed changes. Emily seconded and the vote was unanimous. Susan will continue work on the Volunteer Policy and will attempt to prepare a list of Library Policies as well as a "table of contents" for the Policy Manual.

Lorreen informed Trustees of plans for a *Wii* Gaming Night (8/31). At Lorreen's request Peter moved to approved a request to permit the hiring of contractual Children's Librarian for twelve weeks to be paid from the Hobbs Fund. Emily seconded and the vote was unanimous.

The next meeting is tentatively scheduled for September 24 at 5:30pm, providing that Alison can be here. Susan or Emily will e-mail her to determine. Meeting Adjourned.