

North Hampton Public Library
Minutes of Board of Trustees Meeting
24 September 2009

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

Meeting called to order at 5:50pm. Emily asked whether there were any additional corrections to the amended Minutes of August 12. She asked that the date of the previous Town Long Range Plan in which the "new" library had been mentioned be corrected to 2003. And, as requested in the August 12 Minutes, Susan informed the Board that the July "*Mistake of Town Budget*" for \$1,973.20 will be credited to and available to the Library. The mistake occurred because the budget voted upon by the Town voters showed the Library's budget as \$1,973.20 more than requested and approved by the Budget Committee.

On motion by Peter, seconded by Emily, the amended and corrected Minutes of the meeting of August 12 were approved. (Alison, who was not present for that meeting, abstained.)

Treasurer's Report: Susan informed the Board that, with the assistance of Faith Walsh, the problems with the final 2008-09 report and those for July and August 2009-10 have been resolved. Alison noted that the expenditures in certain budget lines (notably, Periodicals) appeared to exceed half the budgeted amounts and Susan explained that many of the subscriptions had to be renewed in July. Susan also informed the Board that the Library had signed a contract with Lamprey Brothers for 1300 gallons of heating oil and maintenance. On a motion by Alison, seconded by Peter, the Treasurer's Report was unanimously approved.

Non-Appropriated Funds: Lorreen distributed copies of the Report of Non-Appropriated Funds and of the NHPL (Investment Accounts) Balance Sheet. It was agreed that Susan and Lorreen will keep the Trustees informed of proposed expenditures of these funds. We learned, too, that as a result of being covered by FDIC, some of the building money donated was invested in a variety of certificates of deposit. There was discussion that Citizens Bank may have a sub-account for the Library that is labeled "Building Fund." Alison and Lorreen were asked to research and to develop a list of all non-appropriated monies that were specifically designated for a Library Building Fund. It was agreed that a list of all building money funds would be developed from previous Non Appropriated Fund reports, bank records, etc., and that an on-going records will be kept and placed in future Non-appropriate Fund reports. On a motion by Alison, seconded by Peter, the Report of Non-Appropriated Funds was unanimously approved.

Library Director's Goals: Susan provided a summary of Goals for 2009-2010. This item was tabled to include Alison in the discussion. Susan presented her Goals with the recommended estimated completion dates as requested at the last Trustees' meeting. On motion by Alison, seconded by Peter, the Director's Goals were unanimously approved.

Director's Review Process: On motion by Peter, seconded by Alison, the Trustees unanimously agreed that the formal review process will take place in November before which the *Library Staff Feedback Questionnaire* will be reviewed by the Trustees as soon as possible and then distributed to staff. Completed forms will be returned by mail to Trustees before the review process takes place.

Director & Assistant Director Updates:

- Risk Management Checklist: Susan reported that she continues to work on the checklist and that they have adopted a more secure procedure for handling cash. She informed the Trustees that she will be attending the Fall New Hampshire Library Association Risk Management Workshop at the Portsmouth Library.
- Building Infrastructure Priorities: Susan reported that the list has been completed. The new back door has been installed, but has to be painted. Funds from the Town's Building Maintenance Fund are forthcoming for the automatic door opener for the front door to make it ADA compliant. There may be state or federal funds available to assist in making the bathrooms ADA-compliant; current plumbing fixtures are complaint, but access to the bathrooms will require new doors and that even the hallway may be too narrow.
- Energy audit: will be performed after the several scheduled building repairs have been completed.
- Susan is in the process of developing an updated table of contents for the Library Policy Manual.
- Contractual Children's Program Assistance: Lorreen reported that the individual has been hired on a part-time basis for 40 hours (10 sessions until December) and that an IRS 1099 will have to be prepared. The current contract states that the contract could be renewed and that it could be terminated by either party. There was some discussion of whether the individual could be continued as a contract employee which the Board considered advisable.
- Resident feedback for new Library building or expansion: Susan and Lorreen have not yet placed the materials in the Craig Room necessary to gather opinions; they shall do so.
- Potential Donor List: The Trustees discussed developing such a list and that the Friends of the Library should be included in this effort. Discussion ensued and it was decided to invite the Friends to the next Trustees meeting to discuss a fund-raising strategy for a new or expanded building.; to develop a potential major donor list, and to discuss the establishment of a fund-raising committee. Individuals from the list of major donors would be solicited to become members of the fund-raising committee. Susan will send a letter to the Friends to request attending their next meeting to seek their attendance at the next Trustees meeting.

Channel 22 Library Series: Discussion postponed until next meeting. Susan indicated that John will not be available until November.

New Business:

- Review of Town Complex Proposals: Susan will make the proposals available to Board members. Alison, Peter, and Emily have already “reviewed” some of the proposals. Emily encouraged all to complete the review process so that we are aware of the experience of those who responded to the RFP to participate in the selection discussions that will follow.
- There was some discussion of the Library’s website. Emily noted that, while looking for the last Library’s Long Range Plan information, she found the numerous weblinks on both sides (on the Trustee’s page) of the text to be unnecessarily distracting and hoped that the other Trustees might be able to review and provide feedback. Her feedback focused on the Trustees’ Page. She was surprised to see, among other unrelated items, a weather forecast. She requested that only relevant material/links be included on the Trustees’ page, e.g. minutes, Library’s Long Range Plan summary, etc. She requested a “back to homepage” link be the only non-relevant link to take visitors away from the Trustees’ page. Barbara Dewing reminded us of the complexities of website design, especially with all the potential links and blogs. She indicated that there have been many “hits” on our website and, so far, no negative comments. Yet it was noted that many of the Library’s patrons are “older” and are less patient with a website as diverse as ours. But Barbara and Lorreen reminded us that the Library should have a website that is familiar to our younger patrons as well. Emily agreed that the website must also “acknowledge” younger patrons and that our website should accommodate both. Barbara agreed to work on the Trustees’ page.

Librarian’s Report: Susan distributed an outline of her report for September. She told us that in the process of applying for a credit card for the Library, TD Bank asked her for personal information, which the Trustees found questionable.

Susan indicated that she will be requesting funds to attend the American Library Association meeting in Washington in June, 2010. She stated that she has not attended any ALA, NHLA, or NELA meetings this year and that it has been at least 4 years since our Director has attended a national meeting. She expects the money to come from the non-appropriated funds.

She also indicated that the Library’s copier/printer needs to be replaced, also from non-appropriated funds. On motion by Alison, seconded by Peter a motion to approve the purchase was passed unanimously.

Susan distributed a draft Interlibrary Loan Procedures Policy revised by Barbara Dewing for our review. Susan also informed us that she is working on next year’s budget and is reviewing vacation policies for part-time employees which she will bring forward for discussion at the October Board meeting.

She called our attention to the statistics at the end of her report: circulation for August 2009 had

significantly increased over 2008 and 2007; computer usage had increased by more than 20%; museum passes were used by 21% more patrons than last year, and the Craig room was used for 24 events in August, 2009, up 54% from the previous year. Emily expressed the Trustees' appreciation of the splendid work the Library staff has done.

Lorreen informed us that the Library will be doing a "Trick or Treat" night and that she will need some non-appropriated funds to buy candy for the event. Alison moved, Peter seconded a motion to approve the purchase: unanimous.

The next meeting of the Library Trustees is scheduled for 9:00am on Wednesday, October 21.

Meeting adjourned at 7:10pm.