

North Hampton Public Library
Minutes of Board of Trustees Meeting
21 October 2009

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

Meeting called to order at 9:08am. Upon motion by Alison, seconded by Peter, the revised minutes of the September 24 meeting were unanimously approved.

Treasurer's Report: Alison noted that the Summary Report was particularly helpful. Susan noted that line #52112, "Postage" was currently at 40.7% of budget because the Library now buys stamps quarterly. Alison also stated that she had reviewed the Library's accounts with all but Piscataqua to determine whether the accounts were "labeled" - only one, Ocean, has a "remark" indicating that the purpose of the funds is "Building Expansion." Current balance of this particular CD is \$102,724. It was noted that Lorreen has been monitoring the accounts; Emily suggested that she, Susan and Alison had not yet developed the 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. Alison informed us that the Library currently has three different accounts at TDBank and a "Municipal" account at Citizens; she is waiting for the Bank to contact her and explain just what such an account is.

Peter moved that the Treasurer's Report be accepted; Alison seconded. Unanimously approved.

Non-Appropriated Funds: Susan distributed copies of the Report of Non-Appropriated Funds, now maintained in *QuickBooks* by Faith. The \$4,903.19 "correction" that she added to the account balance was noted. And it was again 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. Alison asked whether there was any deadline for the use of the \$13,889.36 currently in the named funds (O'Kane, Hobbs, etc.) Susan informed us that she and Faith are developing "annual reports" for each which will be provided to the donors - as well as the Board. She reminded us - and Alison confirmed - all of these "named" funds are currently deposited at TDBank in a single checking account. She told us, too, that there had been no expenses charged to the Hobbs Fund in 2008-09.

Old Business:

- **Director's Review Process:** Susan was asked to complete her questionnaire. Emily will send copies of a blank questionnaire to each of the trustees; we shall meet in a non-public session, a Trustee Workshop, [November 9 at 9:00am] with Susan to complete the review process. Susan will post this as a non-public meeting and bring her completed questionnaire. A second posted, but non-public, meeting will be held on November 30 at 9:00am.
- **Interlibrary Loan Policy:** The distributed draft policy, on motion by Peter, seconded by Alison, was unanimously approved.

- **Next Community Newsletter:** Emily told us that she had prepared a draft article, but did not send it to Town Office for publication. There was some discussion of what might be the appropriate “tone” for a piece from the Library Trustees, especially since deadline for publication is December 9. Emily agreed to complete the article which she will e-mail to Susan with copies to Alison and Peter. Trustees might then have a brief meeting - before the publication deadline - to discuss any changes that they might recommend.

- **Updates:**

- *Status of Proposed FY2010-2011 Budget:* There was some unhappy discussion of the fact that the Town has changed our budget projection deadline: we probably have to put together a projection by January 16, 2010 in order to meet the Town requirement that the budget be ready by for consideration on March 16. Emily suggested that we provide a “draft” bottom-line figure, subject to possible revision once we see the numbers for the entire year. Last year the Library presented a budget with a 12% increase for insurance; everything else was flat. This year the Town informed us that insurance would increase by 27%. - coverage that includes medical, dental, and disability insurance. Emily noted that the fact that the actual cost of the current year’s insurance was less than budgeted may cause some “questions” when our budget gets to the Budget Committee. It was noted that these funds have not been spent and that the unexpended balance (of about \$1,900) in that account might be moved to the Building Fund. Alison moved and Peter seconded a motion that the unexpended balance be transferred; unanimously approved.

There followed some discussion of whether to put forward a warrant article to set aside \$50,000 for the Library’s building fund - for planning and construction. There was discussion of whether a Citizens’ Petition or a Library Trustees requested article was the better way to proceed.. Trustees directed Susan to inform the Town Administrator that we would ask for another \$50,000 warrant article (same language as 2007 article which had been approved by the State) and, should the Select Board decline, we would seek to a petition warrant article. [The previous (2007) warrant article specified that the \$50,000 raised from tax revenues would be matched by funds from the Library’s investments.]

Susan was also directed to be certain that the Library budget approved by the Select Board and submitted to the Budget Committee be as accurate as possible. Emily indicated that the budget should not show the increase in medical and dental insurance costs as increases in individual compensation. Susan indicated that the Town is not providing “cost-of-living” increases, but will be offering some employees merit increases, which is causing some real problems. We learned that the Town Administrator is determining who gets the raises. Emily asked that Susan send Board members information about the possible redefinition of staff positions and, within a week, offer their thoughts.

- *Heating System:* The continuing problems with the system were discussed. Alison (and Susan) wondered why, considering the Library has executed a Service Contract with Lamprey Brothers, the system still did not work as it should. And, would the Library be charged for the necessary repairs, even though we have a service contract?

- *Risk Management Checklist:* Susan was directed to review the State’s *Basic Financial Policies* to determine which of the specified procedures apply to the Library and to prepare a written procedures manual for the Library.

- *Commercial Building Inspector*: Due for site visit on Friday (10/23).
- *Possible grant to make bathrooms ADA compliant*: Susan has attempted to contact Michael York, the NH State Librarian, but she has not yet spoken with him. Will follow up.
- *Table of Contents for Library Policy Manual*: Not yet completed, but Susan will send Trustees a copy electronically.
- *Contractual services*: Emily reminded us that the Trustees must review any such agreements before any contract is signed.

Tabled Items: Passed over.

New Business:

- *Resident feedback about new or expanded Library*: There was some discussion of the Library's role in the Town Campus planning project. It was agreed that the Library - and Trustees - must make the case for the Library with the Selectmen and town voters.

- *Appointment of Trustee representative to Town Complex Proposal Review Committee*: After some lengthy discussion, Peter agreed to represent the Library. Steve Fournier will provide copies of the proposals for review. Peter asked whether the RFP for these proposals was available on the Town's website; Barbara confirmed that it was. It was agreed that Emily, Alison, and Susan will provide Peter with feedback. It was also agreed that Susan would attempt to learn from her fellow library directors which architectural firm designed their libraries, when, etc.

- *Participation by the Friends of the Library* in the planning process: We learned that while there are several valuable potential volunteers, those individuals are not members of the Friends. Instead, we shall attempt to create a committee to help us - which may include Friends.

- *Trustees Letter for Community Newsletter*: Alison moved and Peter seconded a motion directing Emily to prepare a draft. Unanimously approved.

- *Holiday Schedule*: Alison moved, Peter seconded a motion to approve Susan's holiday schedule. Unanimous. Schedule indicating that the Library will be closed the day after Thanksgiving and Christmas will be posted.

Librarian's Report: Upon motion by Alison, seconded by Peter, it was unanimously agreed to donate the former New Hampshire Room tables to the Rec Center. Susan will ask the vendor with whom she has been in contact for a new quotation for window blinds. Emily suggested that there may be other possible vendors. Susan will try to find other appropriate bidders. Peter suggested that Susan ask Dr. Frank Mevers, the NH State Archivist, for recommendations; they have recently completed a similar project.

Susan told us that an electrical outlet is needed in the NH Room; Trustees approved that project to be paid for with Maintenance Funds.

Susan told us that she had been issued a personal business credit card when what she should have requested was a Commercial Credit Card; she has reapplied.

She raised the question of whether she should become a Public Notary. Apparently there are a number of requests for such services in the Library which she would like to be able to fill.

Susan also asked whether the Trustees would approve her giving up three paid vacation days to reimburse the Library for medical insurance (in FY 07-08) that she should have paid for. Approved unanimously.

Meeting Adjourned.