

Present: Emily Creighton, Chair, Alison Robie, Treasurer, Peter Parker, Secretary, and Susan Grant, Library Director.

Emily called the meeting to order at 9:10AM. At her request, Alison moved that the meeting be NON-PUBLIC, Peter seconded the motion, approved unanimously. Trustees discussed Susan's performance as Library Director during the non-public session. At 10:16AM the Trustees voted to resume the public meeting; Alison moved that the minutes of the non-public session be sealed; Peter seconded the motion which was unanimously approved.

On motion by Alison, seconded by Peter, the minutes of the public and non-public meetings of October 21 and November 9 were unanimously approved. The Treasurer's Report for October, 2009 was also unanimously approved on motion of Peter, seconded by Alison.

Susan informed us that in January, 2010 the Library will begin doing the payroll in-house instead of by ADP. She also told us that she was having difficulty in securing a corporate credit card for Library use. She was advised to talk with the Town and with her colleagues at other Town libraries. Emily asked Susan to include historical notes about each warrant article of the Non-Appropriated Funds Report:

- ▶ Warrant Article number;
- ▶ Date the article passed;
- ▶ Amount of the warrant article; and
- ▶ the total amount held by the Trustees of the Trust Fund.

She told us, too, that Citizen's Bank no longer offers CD's for the Library's non-appropriated funds. On motion by Alison, seconded by Peter, the Librarian's report of Non-Appropriated Funds was unanimously approved.

Susan then began her Report.

- ▶ She noted that the sealing of the windows has been completed - and that the work was done outside the building. She will submit the bill to the Town for reimbursement to the Library.
- ▶ The Commercial Inspection of the facility has been completed; details of **concerns and action items** will be provided at the next meeting.
- ▶ Cost of Christmas wreaths is increasing. Trustees suggested that she use budgeted funds before using donated funds.
- ▶ The date of the Christmas party has been changed to December 15 so that more staff members can attend. Volunteers and Friends will be invited. Trustees suggested that the "menu" be limited to hors d'oeuvres and punch.
- ▶ She summarized the Library's public programs.
- ▶ She noted that circulation in October 2009, 3610 items, virtually matched that of October 2008.

Alison left the meeting at 10:40am; the meeting continued with Emily and Peter in attendance. We agreed that the next Trustees Meeting would be December 30 at 9:00am.

Next to be discussed were the Library's Children's programs. Lorreen reported that the Lap-sit programs have been successful; the Board will review the program again in March but voted unanimously to continue her time with these programs.

It was noted that the Select Board had approved mailing out last year's Budget survey again this year. Discussion ensued as to the possibility of including it in the Town's newsletter to save money. Emily said that she would e-mail the Select Board and the Town Administrator to make them aware that the newsletter might be a more economical option for them.

Peter then provided a brief summary of the process of narrowing down the proposals for architects/planners who submitted bids for the Town Complex planning process. He indicated that Steve Fournier has sent a memo to the BOS indicating that committee members agreed upon three firms: Warren Street, HL Turner, and Breadloaf.

The status of the Budget was discussed next. Next there was some discussion of the salaries. Susan was instructed to do some research to determine the salary levels, incentives, etc. at comparable NH libraries and to complete work on a second draft of the budget - which is to be completed for review by the Trustees by December 30.

Emily asked Susan and Lorreen to work together to provide a Library Performance Measurement Report that includes the following: visits per capita; expenditures per capita; collection per capita; circulation per capita; income per capita; and holdings per capita. She noted that we are presently measuring some of these but suggested that these additions will provide a more comprehensive look at how the Library is performing. She also asked that the Children/Youth Program statistics report also include the average number attended and percentage increase over the prior year. Emily also asked Susan to review the "North Hampton Public Library at a Glance" handout to see how these statistic can be added to the handout. She also stated that, before our budget hearing, we need to decide which reports, along with other informational items, would be appropriate to give the Budcom at the budget hearing.

Emily also gave Susan and Lorreen a copy of the "Director's Routine Task Checklist" prepared by the previous Director. She requested that the two of them update this checklist (once the budget is completed) so that the Trustees become familiar with what the routine tasks are for our Library Director.

Finally, Susan asked whether the Library could place a "Giving Tree" within the Library to collect non-perishable foods for the Community Food Bank. Approved unanimously on motion by Peter, seconded by Emily.

Meeting adjourned at 12:10pm