

**North Hampton Public Library
Board of Trustees Meeting - 30 December 2009**

The meeting was called to order at 9:10am. Present were Emily Creighton , Chair, Alison Robie, Treasurer, Peter Parker, Secretary, Susan Grant, Library Director, and Lorreen Keating, Assistant Director and Children's Librarian.

On a motion by Alison, seconded by Peter the amended minutes of November 30 were unanimously approved. Alison moved and Emily seconded that the minutes of the December 14 meeting be approved: unanimously approved.

Treasurer's Report: The November 2009, Treasurer's report e-mailed to Board members on December 24 showed that the Library's income through November was \$138,634.17 (or 41.69% of budget) while expenses were \$131,354.43 (39.5% of budget).

Susan then told the Board that the heating problem that we were experiencing was alltoo common. The furnace, which Lamprey installed in 1994, has regularly failed: in 1998, for example, there were 7 "no heat" alarms. And, while the service contract the Library signed with Lamprey Brothers does offer a "discount", service calls have averaged \$250 each. There was some discussion of how to address this problem; Emily suggested that we call Joanne Lamprey to discuss the problems and see if some remedy might be available.

Susan also noted that, to date, the Library has spent 78% of its budget for adult a/v materials. She told us that non-appropriated funds and "conscience jar" monies were being used for the purchase of 2 or 3 items per month. There was some discussion of whether patrons should be charged rental fees when borrowing these materials; no decision, although a "DVD Purchase Jar" might be placed on the counter and the need for funds to support these purchases might be included in the Newsletter.

Peter moved that the Treasurer's report be accepted; Emily seconded the motion. Approved unanimously.

Non-Appropriated Funds Report: It was decided that Susan should prepare an inclusive report that would give a concise picture of the Library's Non-appropriated funds and Capital Reserve Funds. This report would provide continuity so that the Trustees and Director have a consistently (monthly) clear picture of existing monies. The inclusive report would be divided into Non-appropriated Funds (money held by the Library Trustees) and Capital Reserve Funds (money held by the Trustees of the Trust Funds). At a minimum, the report will include the names of financial institutions, monies in that institution, type of account(s), maturity dates, letters of credit and their renewal dates, and if known, the specific usage of monies donated. Susan, mentioned that she was in the process of getting the history on CRFs so that we know the original intent of the donor.

Librarian's Report: Following up on the Commercial Building Inspector's list of concerns and action items, Susan asked the Board to join her in determining what repairs and/or improvements should be done and in what order. This might be in a spread-sheet format. Susan mentioned that she was not totally clear on the Inspector's concerns and action items and would first contact him to clarify his report. She mentioned that the installation of ceiling over the furnace was important and that she would obtain recommendations of an HVAC engineer to learn what else had to be done. It was agreed that the evaluation of the heating system should be done by a disinterested party. It was decided that Susan would not call Lamprey. Susan will work with the Inspector and the HVAC engineer to get clear on the

problems and the suggested resolutions. She noted, too, that after the heating problems are addressed, the reconfiguration of the work room was high on the list.

Emily commented that we need to ensure that we respond back to the Fire Department about their Library inspection write-ups. Lorreen noted that after we resolve the floor above the furnace problem, the Library will have addressed all their write-ups. Emily asked Susan to make a note that once all write-ups are addressed a written report (stating so to the Fire Department) is readied for the Trustees to sign.

Discussion then turned to the Library's evening programs. Susan informed the Board that attendance has been falling. Lorreen informed the Board that the children's programs had better attendance. We agreed that the Library needs a survey of what people want and expect. She was advised to check with other libraries about their successful programs and strategies. The next Librarian's report will have an "Adult Program" section.

Old Business: The proposed budget for FY 2010-2011 was approved.

The Risk Management Checklist was discussed next. Alison told us that she had attended a workshop at a NH Library Trustees meeting devoted to risk management. The Board agreed that Susan and Lorreen should create and maintain an up-to-date list. Susan will have a risk management checklist (specific to our Library) and the Library Policy Manual, table of contents ready for review at the Jan. meeting.

The Library's public bathrooms that are not compliant with ADA requirement were discussed next. Board members agreed that the "problems" the current Library structure faced now - and in the future - would require funding to remedy and that "fixing" them without providing a new library would be "throwing good money after bad." Alison suggested that we should make this clear to BudCom and the Town.

New Business: Emily then suggested that the Library prepare and be ready to present a petition warrant article should the Selectboard or the Budget Committee fail to approve our request for capital improvements. [Submission deadline: January 15, 2010.] She circulated one which Board members signed and will be placed at the Circulation Desk to secure the additional required signatures: 25.

Emily requested that the Trustees be given a quarterly update on Library Trends and the Future of Libraries. She commented that this would be of interest to the BUDCOM and should be part of the Library's overview when presenting the Library's proposed budget. Susan and Lorreen mentioned that they could do this and would also send a hyperlink of an interesting website to the Trustees.

Emily reminded the Board that the Budget Committee will hold its departmental review of the Library, Fire, Public Works and the Cemetery on Thursday, January 28 at 7:00pm. She noted that she asked the Chair of the BUDCOM to allow us to go first and he agreed. She also stated that she and Susan will prepare a PowerPoint presentation for the committee and will present it to the Trustees at the next meeting.

Discussion then turned to Library public programs and joint participation with Town groups. It was agreed that NHPL should continue to explore joint programming with such Town agencies as the Conservation Commission, Recreation department, Energy Committee, school, etc. We must "continue to serve all by reaching out to individuals and Town entities."

Next Meeting: Trustees will hold their next public meeting on Wednesday, January 27 at 8:00am. Meeting adjourned.