

Trustees of North Hampton Public Library
Minutes of Meeting of March 31, 2010

1. Call to Order: Chair Emily Creighton called the meeting to order at 1:05pm. Present were Alison Robie, Treasurer, Peter Parker, Secretary, Susan Grant, Library Director, and Lorreen Keating, Assistant Director & Children's Librarian.

2. Approval of Minutes of Feb. 12 and Feb. 26 meetings was postponed until Peter completes revisions and distributes copies.

3. Treasurer's Report: Susan distributed the report. We noted that the bottom line percentage of *expenses* was below budget. There was discussion of *administrative expenses* (line #52115) which, with the \$50 spent in February, was listed as 5000% over the budgeted \$1. It was suggested that the line should have been \$100. Susan noted that while the *Program* (line #52081) is way over budget, she is expecting some funds from the Friends. The *Maintenance & Repair* (line #52181) at 111.7% of budget represents the continuing problems the Library is having with its HVAC.

4. Non-Appropriated Funds Report: After a review of the report, Trustees asked Susan to reformat the *QuickBooks* printed report so that the "bottom line" would, indeed, be at the bottom of the report. Susan told us that in April \$1,000 is expected from the Fuller Foundation. It was also decided that our financial statements should show the \$150,000 "matching funds" required by the capital reserve warrant articles as separate accounts, held by the Trustees of Trust Funds.

Lorreen distributed an updated Capital Reserve and Invested Funds report which indicated the total now available for Capital Improvements as \$318,996.64.

5. Librarian's Report: We agreed that we should go forward with the assessment of the Library's HVAC system so that we could inform the Select Board - and the Town Campus committee - of the probable costs of replacement or repairs.

Lorreen informed the Trustees that she thought that the "after school" programs need tweaking: attendance is down. She also informed us of the planned April 24 *Earth Day* event at the Library: breakfast, an address by Rep. David Borden concerning sustainable energy, and a display to inform residents how they monitor their use of energy. The event is co-sponsored by the Town's Agricultural Commission and the Energy Committee.

6. Old Business: Emily told us that the proposed Library Capital Reserve Warrant Article will go on the ballot as proposed. Susan informed that John's DVD's of various meetings are now "deposited" at Town Offices. Susan will post a sign indicating that they are available at the Library when she can be certain that they are available.

Discussion turned to the *Risk Management Checklist*. Susan will contact other Libraries to determine what they have drafted.

Susan told us that the Library now has one intern; no others are planned for the immediate future.

7. Tabled Items: Susan will talk with John about the Channel 22 Library series this evening and bring us up to date at the next meeting. Lorreen distributed a summary report of the Library's *Two's Time* story time programs: Fall sessions averaged 2-3 children; Winter sessions averaged 6 children. Seven Spring sessions have been scheduled. These are conducted by North Hampton resident Stacy Whittier who is paid \$56 for conducting each session; total cost for the program will be \$1,288, funded by the Hobbs Fund, NH Charitable Fund.

Susan informed us that there is a "glimmer of hope" for acquiring funds to make the Library's bathrooms ADA-compliant. She will keep us posted.

We then discussed "Library Trends": what sort of technology would be appropriate for the Library? We agreed that Lorreen and Susan should evaluate what the *I-Pad* could do for us. We also discussed the possibility of changing Library hours: for example, would it be possible to be open Sundays and close Mondays, etc. Susan noted that some libraries now have programs on Sundays. No decision reached; discussion will be continued.

8. New Business: Peter reported that he had been informed by the Town Administrator that the choice of planning contractors for the Town Complex was still "on the table." The trustees seemed to agree that the reluctance of the TA and Select Board to make the selection of a planner suggested that the "planning" for the complex was a dead issue.

Discussion of possible alternative fund-raising followed; Alison and Emily believed that the Friends of the Library have a 501-C-3 making it possible for them to raise funds from non-public sources. Susan and Lorreen were asked to check with Exeter and Tracy Memorial Libraries to find out how their respective C-3s worked.

How, how often (and how else) - to use the Town Newsletter to publicize the Library's plans, programs, and services to the Town was discussed briefly. Emily remembered that the Stratham Library had prepared flyer distributed at the deliberative session. Discussion of the most recent NHPL Newsletter followed. Lorreen told us that putting the newsletter together takes a great deal of her time. Getting Town departments to meet the publication deadlines was also a significant problem. We agreed, too, that contributors be given a maximum word-count. There followed a brief discussion of how to get the Town to cover some of these "editorial" costs. It was noted that the NHPL Friends pay for a bulk mail permit postage which they use for the newsletter and any other of their mailings; they do not pay any production costs. It was agreed that Lorreen would try to set up a committee meeting at which editorial policies, word counts, etc. could be resolved. Further, it was agreed that Lorreen will come up with a proposal that outlines what she would do as an independent contractor with the costs to be borne by the Town.

The next meeting will be Wednesday, April 28 at 1:00pm.

Meeting adjourned at 2:02pm.