

# Trustees of North Hampton Public Library

237 A Atlantic Avenue  
North Hampton, NH 03862

## Minutes of Tuesday, 30 August 2011

- I. Call to Order: Peter Parker, John Kollmorgen, and Susan Grant Library Director were present. Meeting was called to order at 5:02pm. Kelly Parrott joined the meeting at 5:15pm.
- II. Approval of Minutes: The meeting minutes from July 26, 2011 were reviewed and accepted.
- III. Bookkeeping - Susan will talk to Faith about any bookkeeping errors after Faith left. We will discuss bookkeeping needs after the audit has been performed. Previously it was recommended to have someone on a part-time basis to evaluate our accounting periodically to determine if everything is in order in Quick Books on a quarterly basis - Joan Sweeney (Rye, NH) was mentioned.
- IV. Treasurer's Report – The Treasurer's Report was presented and approved. Susan highlighted that renewal of some yearly subscriptions reflect an over-inflated expenditures temporarily in the media category. Postage is also purchased quarterly. The balance in July was a \$29,642.12.42, net income of (\$1057.53).
- V. Non-appropriate funds - The NHPL non-appropriated report was amended and approved. Susan pointed out that the book sale, DVD fines, copier expenses, and other donations that were entered into Quick Books were not showing in the right categories for the past few months that Susan had been doing the reports. Quick Books is set up to put these donations into these categories and they were being put in a general account on QuickBooks instead. As a result, the figures for book sale, DVD fines and copier income have increased substantially from the last report to this month's report. There was also some discussion of the low interest rates for the investment accounts. The balance in July was a \$31723.38, and a net income of \$3245.14. The NHPL investment account balance as of 31 July 2011 was \$499,257.02.
- VI. Old Business - The town complex informational meeting was held Thursday August 25 from 10-12 pm. Susan and Peter were in attendance.
- VII. New Business – The team reviewed and made modifications to the Nook/ Kindle eReader borrowing policy. Kelly Parrott mentioned a report by two UNH MBA students that was conducted on the Lee, NH Library building initiative. Suggested to plan a presentation with the Trustees, Friends and other interested parties in late October.
- VIII. Librarian's Report – Annual pest control was done August 26<sup>th</sup> and the library sustained no visible damage from Hurricane Irene. Susan will be meeting with the auditors the first week of September. She will receive guidance on how to approach the encumbranced funds from

2007-2009. Circulation was down but computer usage was up. Many adult programs are being planned to include Civil War Program, Tai Chi, Chinese Medicine, Documentary Film Series and Works of Wonder. The summer reading program was a great success with over 202 children ages 3-14 participating. The magic show and the owls program were well attended. Story Time, Two's Time, American Girl history read and monthly craft group are planned. Loreen will continue to attend the Great Stone Face Committee meetings and will do a book share program with North Hampton School.

- IX. Meeting Adjourned: The meeting was adjourned at 6:07pm and the next Trustees' meeting is tentatively scheduled for September 27, 2011 at 5:00pm.