

**North Hampton Public Library**

**237 A Atlantic Avenue, North Hampton, NH 03862**

**(603) 964-6326**

**www.nhplib.org**

**Minutes of Monday, September 30, 2013**

- Call to Order- Kelly Parrott, Susan Leonardi, John Kollmorgen, Barbara Dewing, Assistant Director/Youth Librarian Lorreen Keating and Director Susan Grant. Meeting was called to order at 6:45pm.
- Approval of Minutes from last meeting: Minutes were approved from August 19, 2013.
- Treasurer's Report:
  - Non-appropriated Funds / Trust Funds Report- Non-appropriated Funds/Trust Funds Report will be created in pdf form for Town Administrator Paul Apple and the Select Board.
- Librarian's Report:
  - Building -Department of Labor did a follow-up September 12. The attic was OK/better but they indicated that Lorreen's area still needed some improvement. They suggested every Friday at 4:00pm that the area is cleaned up. Pest control done in August – had a mouse that appears to be gone now.
  - Financial- Lorreen was given \$50 petty cash for Youth programs and she will submit receipts.
  - Staff -Monthly staff meetings continue with success. Have given some part-time staff who expressed an interest, a section of non-fiction and fiction to weed, order books for and be in charge of—with Director supervision.
  - Operations-Use of museum passes is up this year for July and August. Circulation is up this fiscal year as well. Barbara Dewing is working on replacing our server and upgrading some computers per our technology plan.
  - Programs- Working on genealogy programs and other winter programs for next year. Upcoming adult programs include:
    - a. Data Privacy- UNH Speakers Bureau 10/17
    - b. Sam Asano, Inventor, 10/24
    - c. Digital Photography class 10/5 & 10/12
    - d. English Gardens with Tom Mickey, author
    - e. NHAS Star Party 11/14
    - f. History of Brewing – NHHC 12/3 with Glenn Knoblock.
    - g. Collaborating with Historical Society on Aimee Fogg program October 21<sup>st</sup> at Town Hall—The Granite Men of Henri Chappelle.
    - h. Works of Wonder started September 25<sup>th</sup> with 12 people in attendance out of 14 who signed up. This is the largest group we've had in the 4 seasons so far.
  - Youth Programs-
    - a. Summer Reading - More than 170 children ages 2-14 signed up and read at least 2,862 hours which is 150 more hours than summer 2012! 19 Programs were held from June-August with more than 530 children, adults, and teens attending.
    - b. August Back to School Picnic at NHS- Lorreen Keating attended the Back to School Picnic on Thursday, August 22<sup>nd</sup>. Fall program flyers and flyers for the Great Stone

Face Book club were available. She also met some new parents not familiar with the public library and had the chance to chat with Jim O'Hara from North Hampton Recreation Department.

- c. Fall Programs - The fall story times are underway. Lorreen has sent a news release to the Hampton Union listing all the fall story time sessions. Afterschool Crafts, knitting club, and Great Stone Face Book Club were listed in the fall Recreation Department flyer.
  - d. Teens – Amended plan as described in August Youth Department report to launch monthly teen activities, Twitter and Teen Blog in October to coincide with “Teen Read Week” - October 13-19<sup>th</sup>. Prize raffles and a program are planned for Tuesday, October 15<sup>th</sup> “Exploring the Unknown – (the results of our August paranormal investigation)!”
  - e. Fall Conferences and Committees- Lorreen will be attending the CHILIS conference on Thursday, October 17 in Grantham. She will also attend the children’s literature festival in Keene on Saturday, October 26<sup>th</sup>. Lorreen is serving on the Great Stone Face Committee again this year.
- New Business-Review of Policies / Computer Use – Personnel Policy – Led by Susan Leonardi. Susan Leonardi will start reorganizing and updating these policies.
  - Old Business -Annual Performance Reports for Staff Members. Job performance reports for employees will be reviewed by the Director, as close to their anniversary dates as possible.
  - Friends of NHPL-Meeting Minutes – Ask one of the members to write and post what they have been working on. Need to discuss the Memorandum to Friends as a temporary Fiscal Agent we will be checking to see if the Friends will be willing to do this.
  - New Library Business-
    - a. Opus Advisors – Review proposal from Opus and discussed options.
    - b. Ron Lamarre / Municipal Facilities Committee Update- New idea has been generated to renovate current Town offices and Police station. The Fire station will be torn down and a new fire station will be built on the Homestead property. A new library building could be built to include the Town Clerk’s building.
    - c. 501(c) (3) Draft Bylaws – Kelly Parrott has drafted these. We will review them for our next meeting.
    - d. Website Development
    - e. Purchase of LGL for Account and Contact Management was discussed.
  - Determine Date/time for next meeting– Monday, October 28<sup>th</sup> at 7:00pm.
  - ADJOURN MEETING: Meeting was adjourned at 8:00pm.