

**North Hampton Public Library
Trustees Meeting
March 30, 2009
Minutes**

5:32 PM: Meeting called to order. In attendance were Emily Creighton, Treasurer, Alison Robie, Secretary, newly elected trustee Peter Parker, Susan Grant, Library Director, and Loreen Keating, Children's Librarian. Also present was staff member Barbara Dewing.

The first order of business was to reorganize the Board. Upon a motion by Alison, seconded by Peter, Emily Creighton was unanimously elected as Chair. Upon a motion by Emily, seconded by Peter, Alison Robie was elected Treasurer. Emily moved, and Alison seconded that Peter Parker be elected as Secretary.

The revised Minutes of the meeting of February 24, 2009 were unanimously approved.

Treasurer's Report.

The Trustees' Financial Report for February, 2009 was distributed. Emily noted that the hourly staff salaries were at 111.2% of the budgeted. Although the total salary line was at 61.27% of budget. Susan pointed out that Deborah Weaver, the Library's bookkeeper, had continued to post Ashley Swasey's pay as "staff hourly" (acct. 520112) despite the fact that she was now a salaried employee (acct. 520111). Susan stated that she will ask Deborah to correct this mistake.

There were other questions, too. The original 2009 budget did not allow enough for "dues" (acct. 52083), which now shows a \$55 deficit. Susan also commented on the heating oil costs over which the Library has little control; the oil was purchased as part of the Town's contract with Hometown/LaRiviere. Susan told the Trustees that some necessary repairs were also scheduled: some of the carpet in the Reading Room is to be replaced and lights in the bathrooms repaired. She also noted that media expenditures (acct. 52200) were under budget. And she told the Trustees that the lease for the photocopier is to be "reviewed."

The revised financial statement will be distributed as soon as it is ready.

Old Business.

Discussion then turned to the Capital Improvements Program. Susan distributed the worksheets for a new library and for capital improvements to the existing library. She noted that the Town missed the deadline for submitting the worksheets, but board members commented that the forms Susan had prepared were not particularly clear. We agreed, too, that the Library does not need another Master Plan. Emily will draft a

letter to this effect to the Select Board. We also learned that the results of the Library Survey will be included in the June newsletter

Susan told us that she has no information about the proposed USS Dallas and NR-1 presentation. The Seacoast Library Trustees and Directors' meeting, scheduled for April 18 at 9:30am in the Library has several pre-registrants. We also were told that the Library will host a New Hampshire Humanities Council "small grants" workshop on April 24, a presentation of the Seacoast Library Cooperative taught by Rick Agran, Grants Officer at the NHHC.

New Business:

We were told of NH House Bill 157 (copies of which were distributed) which would amend RSA 201-D:11 and extend the confidentiality of library circulation records to those records that are stored electronically.

We also learned that RSA 31-25B which sets the "prudent man" standard for investments does not require a report from the NHPL Trustees. But, because the Town lists the Library's capital reserve funds as "Town" funds Susan and Emily will attempt to learn from the Attorney General's office whether the Town or Library's investment policies are to be "reported" to the state.

DRAFT

There will be a Library Trustee Orientation session at the Seabrook Library on Tuesday, April 7 at 5:00pm organized by the NHLTA. Susan distributed registration forms, noting that if there are not 6 registrants the workshop will be cancelled.

There was a brief discussion of the review process for the Library Director, noting, too, that the Library currently does not describe the process in its Policy Book, nor does it specify that a Search Committee should be created to select a new Director. Corrections must be made.

Susan distributed the Investment Accounts Balance Sheet which showed a balance of \$279,476.55. She also distributed a "Library Trustees Goals Worksheet" for the coming year (April 2009-2010) which we were asked to contemplate and complete ASAP.

Finally, the Trustees considered and approved Ashley Swasey's written request (copy attached) that she be granted two hours of paid time per week to be devoted to her Wayne State University MLIS program.

Meeting adjourned at 7:35pm.

The next meeting is scheduled for Wednesday, April 22 at 5:30pm.