

**North Hampton Public Library**  
**Trustee Meeting**  
**April 22, 2009**  
**Minutes**

5:38 PM: Meeting called to order. In attendance were Emily Creighton, Chair, Alison Robie, Treasurer, Peter Parker, Secretary, Susan Grant, Library Director, and Lorreen Keating, Assistant Director & Children's Librarian. Emily noted that the Trustees should thank Mike Coutu for his presentation, "Collateralizing Public Deposits" at the Quarterly Seacoast Library Trustees & Directors Meeting on April 18.

Upon motion by Alison, seconded by Emily, the minutes of the meeting of March 30 were unanimously approved. There was a brief discussion of different times to convene future Trustee Meetings which all agreed should be postponed until the end of the meeting.

**Treasurer's Report:**

The Treasurer's Report for March, 2009, attached, was distributed. Susan called our attention to the fact that our heating oil account (#52150) was currently at 110% of budget and that some of the YTD totals were inaccurate because of errors in the spreadsheet program that the Library's book-keeper uses. More importantly, Susan noted that the print-out report contained other inaccuracies because the Town does not provide the Library with paper bills. This is particularly vexing. The Town has not indicated that eligible employees are covered with medical benefits and the Library owes the Town about \$4,000, but the Library's book-keeper does not get a bill from the Town. Among other things, this has meant that Ashley Swasey apparently does not have medical insurance. The Trustees agreed that we need "documentation" and that we ought not to pay until we get a bill.

Susan also brought the furnace problem (starter unit) to the attention of the Trustees. Currently, we buy oil from one provider and pay for maintenance and service from Lamprey Bros. Alison recommended that the Library attempt to find a single provider; her colleagues agreed.

Discussion then turned to Encumbered Funds, a report of which was distributed. Susan informed the Trustees that the balance is \$18,820, part of which will be used to pay for new carpet tiles in the main room, the entry, and hall. Susan said that she has selected the contractor, but that the work will require that books, shelves, tables, etc., be moved to the Craig Room to make way for them. There was some discussion of when - and by whom - that work could be done since it will require that the Library be closed to the public.

**Old Business:**

The 2009-2010 Goals for the Trustees and Director came to the table next. All agreed that, except for utilities and building maintenance, the budget should be level, but we should realize that reassessment of those goals is possible. All present received the "Goals Worksheet April 2009" which reminded us that we review our Risk Management policies in accordance with LGC's Financial Policies. There was, too, some question about the Library's insurance policies about which Susan and Lorreen will report to the Trustees at the May meeting.

There was a brief discussion of building priorities which Susan identified as carpeting, lights, and the toilets. Lorreen will bring an updated energy policy to the May meeting.

Next, the Trustees and Susan and Lorreen discussed the fact that the Friends of the Library have not been at all active this year; we hope that we can get them to host a fund-raising event and to sponsor some sort of "community building" event.

Upon motion by Emily we agreed to postpone discussion of the Director's review process.

Susan brought the TD Banknorth signature slip which Emily, Alison, Susan and Lorreen signed - Peter had already done so at the Bank. Susan then informed us that the USS Dallas and NR-1 program was beginning.

Susan then briefly followed up on her report to the Board of the Town department heads meeting called by Steve Fournier, which Peter also attended. Fournier evidently wants to hire an architect/planner to put together a "plan" for the various Town offices. We agreed that such a process, before beginning, should have the input of the Select Board, the Planning Board and the Long-Range Planning Committee and approved Emily's draft letter to the Select Board which we signed.

We received a hard-copy version of the Librarian's report, attached.

Alison moved and Emily seconded that the next Trustee Meeting will be held on Wednesday, May 27 at 4:00 PM (rather than 5:30). Unanimously approved.