

**Library Trustee Meeting
Dearborn Room, Lane Memorial Library
April 17, 2008**

Chairwoman Bridgit Valgenti, Vice Chair Bob Frese, Treasurer Mary Lou Heran, Sara Casassa, Alternate Susan Hughes, and Alternate Kris Sawyer were present. Interim Library Director Shirley Barron and Head of Technical Services Bill Teschek were present. Kris Sawyer voted for Linda Sadlock, who was absent. Sara left the meeting at 7:43 p.m.

The meeting was called to order at 6:38 p.m.

We entered a nonpublic session, according to RSA 91-A:3 II at 6:38 p.m. on a motion by Sara. The motion was seconded by Kris. All were in favor. The non-public session ended at 6:45 p.m.

Mary Lou made a motion to seal the non-public minutes. Bob seconded the motion. The motion passed unanimously.

I. Old Business

A. Security Cameras

Mary Lou made a motion to table the security camera discussion. Bob seconded the motion, and all were in favor.

B. Air Quality Testing

A September 27th, 2007 Yerhot report was recently uncovered that had not been seen by the Board of Trustees until this meeting. The report dated January 30th, 2007 was the only working information for the Board. As of meeting time, Bridgit had not been able to find any minutes or correspondence referring to the September report. Shirley discovered files labeled "Air Quality" and "Mold" in the director's filing cabinet, which Bridgit will review.

Kevin Schultz, Hampton's Building Inspector/Health Officer, reviewed the three quotes that were received for air quality testing. He recommended RPF Associates. Bob motioned to have RPF Associates perform air quality testing per their proposal. Mary Lou seconded the motion, and all were in favor.

C. HVAC Update

Mary Lou contacted the HVAC engineer, but her call has not been returned.

Shirley called Control Technologies and spoke with a tech regarding an HVAC estimate. He will get back to her with a scheduled appointment. Keith Lessard has offered to do a walk-through with them. Mary Lou will call the architect that the Trustees have worked with in the past and ask for any recommendations he may have. She will provide an update next month.

D. Sewer Pumps

Shirley has received no additional sewer pump estimates. One plumber is expected to provide an estimate tomorrow. Bill will call Palmer and Sicard for an estimate. An update will be provided next month.

II. Secretary's Report

Sara motioned to accept both the March 20th and April 2nd minutes. Bob seconded the motion, and all were in favor.

III. Officer's Report

A. Chairperson

1. Bridgit will email the committee assignments to the Board.
2. Two patrons have complained about a parking issue. There are three spots across the street from the library entrance (at the old court house) that are currently used by staff. These should instead be available to patrons during business hours.
3. The circulation desk staff is inconsistent with their policy on checking out materials without a library card. Sometimes they ask for identification, and other times they do not. They need to be consistent with policy enforcement.

4. Bridgit pointed out that there is a sign on the inside of the bathroom doors regarding hand washing that could be considered offensive. She suggested it be removed, and a more appropriate hand washing sign be moved closer to the bathroom exit instead.

B. Treasurer

Mary Lou Heran gave her report and it will be placed on file. The Trustees have two CD's which will be maturing shortly. Mary Lou and Bob will look at options for reinvesting this money.

Davenport Smith donated 6 shares of Chevron, worth approximately \$500. When making her donation, she was complimentary of both Alice and Marija and the terrific work they do in the Reference Department.

IV. Director's Report

This was Shirley Barron's last Trustees meeting. Shirley provided the Trustees with a report listing suggestions for library improvements. Her report was very helpful and will be used as a reference for the Board and the new director. As part of this report, she suggested that the budget be increased for cleaning services.

The exhaust fans have both been fixed, which should result in improved air circulation in the building.

Bridgit will call Catherine Redden to schedule an exit interview at Catherine's convenience.

V. General Financials

Sara noted that the YA numbers should be separated into their own category, not lumped under Children's Services. Under Technical Services, the Computers Y-T-D% target should be 0, not N/A.

Shirley and Bill requested to reconfigure the \$21K in cuts to the 2008 budget. A proposal will be submitted to the Board for review. Bill noted that the part-time wage allocation is over budget. Since Shirley is part-time, she has been paid under the part-time line item, but the money budgeted for library director is allocated under full-time. At the completion of Shirley's tenure, her total pay will be deducted from full-time and added back to part-time to correct this accounting.

The financial report will be placed on file.

VI. Acceptance of Donations

The Board discussed how to spend the Weston donation. A circulation desk was recommended. Sara will check with the Dunfeys, who donated the money for the current circulation desk, to see if they wish to contribute. Could the Friends contribute as well? The new circulation desk will need to have handicapped access. The Board needs more information on design and cost.

Mary Lou motioned to accept all donations. Kris seconded the motion, and all were in favor.

VII. Consent Agenda

A. Adult Services

A suggestion was made to move the puzzles, or catalog the puzzles in a binder, and put something more attractive outside the Dearborn and NH rooms. The Trustees recommended reviewing Shirley's no-cost suggestions for library improvements.

B. Children's Services

No comments were made.

C. Reference Services

A request was made for Isabel to follow up on the state library issue.

D. Technical Services

1. Bill had a question regarding part-time sick leave. It currently states that part-time employees are not allowed to carry over unused sick time into the following year. The Trustees determined that this will be investigated as part of the 2009 budget cycle.

2. Bill pointed out that our part-time vacation policy states that the number of hours a part-time employee can take off for a vacation week is "equal to the number of hours worked by an employee in a normal week". This will not be changed.

3. Kris made a motion to make the following changes to the vacation leave policy:

- Where it states that full-time employees with 20 or more years of service earn leave at the rate of 2 ½ days per month, it will be changed to 2 1/12 days per month. (Please note that this will not affect vacation time, but is a correction of an apparent typo.) Also, in the last sentence, the word “agency” will be changed to “library”. Mary Lou seconded the motion, and all were in favor.

4. The library has old chairs available for others to use. Bill will send an email to the town distribution list to see if any are interested in taking the chairs.

The consent agenda will be placed on file.

VIII. New Business

A. Director Position Update

Three director candidate interviews were conducted by phone. Bridgit will send her notes from these interviews to the Board. Follow-up interviews if desired will be scheduled within two weeks. The next hiring committee meeting will be held on Tuesday, April 22nd.

Mary Lou made a motion to cover the expenses for the library director search up to \$3000. Bob seconded the motion, and all were in favor.

B. Other

1. The circulation desk staff will be reminded that there is no charge to replace a broken library card. Lost library cards cost \$1 to replace.

IX. Summary of Decisions Made

- A. RPF Associates will be hired to perform air quality testing per their proposal.
- B. The Trustees will cover the expenses for the library director search up to \$3000.
- C. The vacation leave policy was revised.

X. Friends Report

Sue reported that the Friends bulk mailing has resulted in 88 new members, effectively doubling the Friends membership. Friends has received over \$2200 in donations, and plans to pursue another bulk mailing to households next year. Friends is currently working on a mailing to Hampton businesses. A children’s book sale is scheduled for late May, and will include a Centre School first grade field trip to purchase books, have story time, and get a tour of the children’s room along with applications for library cards.

We adjourned at **8:50 p.m.** following a motion by Bob Frese, which was seconded by Kris Sawyer. All were in favor.

Respectfully submitted,

Susan Hughes, Acting Secretary in place of Linda Sadlock