

**Rye Public Library
Board of Trustees
Minutes
10 December 2009**

Present: Trustees: Sallie Mackie, Chairman, Victor Azzi, Garry Layman, Karen Oliver, Deborah Genestreti **Library Director,** Andrew Richmond

Sallie called the meeting to order at 5:00 pm. The Pledge of Allegiance was said.

Minutes: Garry motioned to approve minutes from the November 2nd, 2009 and November 17th, 2009 Board meetings. Victor seconded. All in favor. Karen additionally moved to approve minutes from the September 10, 2009, September 22, 2009 and October 15, 2009 Board meetings. Sallie seconded. All in favor.

Donations: Andy noted that a donation was made for Geraldine Rogers. Andy will write thank you notes.

Director's Report: Events planned for January and February will be held in conjunction with Sunday openings. Andy noted that Martha is still employed as a temp.

Andy reported that two patrons have requested that the patron borrowing history option be activated. Our system can do this, but is currently turned off.

Holiday Schedule: The library will be closing at 5 pm on December 31st, as opposed to 8 pm. The library will be closed the whole day on December 24th. **Snow closure:** when town hall closes due to inclement weather, the RPL will also be closed.

Lisa Houde has requesting to attend the ALA winter meeting to be held in Boston. All supported her attendance and asked that she submit a formal request along with a budget. In addition, the Board requests a follow-up report describing what was gained from attending. The report should be filed in the staff member's personnel file.

Green Penguin: The Green Penguin has been contracted to shovel and spread ice-melt on the walkways. Their price was compared with quotes from two other firms.

Pat Ritter has requested access behind the library to build a children's path. Andy noted his concern about walking on the RPL leech field. Victor felt we should encourage the children's use of the field. Andy will follow up.

Budget: Garry raised the question about use of the RPL Trust Fund. We will invite either Jeff Balboni or Andy Mahoney to attend the next Board meeting to help define the rules and restrictions around these funds.

HVAC: A new HVAC system has been specified by Doug Waitte. Although, we are not ready yet to go ahead with a full system replacement, we can proceed with improving the caulking and insulation of the building. Andy will get quotes.

The Friends of the RPL approved the purchase of \$1500 of AV equipment that will be used to record and archive the speaker series.

Discussion next centered on establishing a separate room for teens. One idea is to put it by the back stairwell on the upper level. Andy will research.

Several smaller items were identified that should be purchased with 2009 funds. These items include: shelving for the teen room (although we may have usable shelving in storage), laptops, a chair and computer for the director's office, and revamping the RPL website. Sallie motioned the use of up to \$15k to cover these items. Debbie seconded. All in favor. Sallie will send a memo to Cindi Gillespie requesting that the payroll shortfall for 2009 be sent to us.

Andy noted that he is in the process of reviewing staff levels versus library operating hours.

Kindle Policy: Garry moved to accept the policy that Andy presented. Karen seconded. All were in favor

Budget and Timeline for Planning Process: All agreed the visioning sessions would be most productive if led by a professional facilitator. Andy will pursue.

Next Meeting: The next meetings of the RPL Board of Trustees are scheduled for January 14th, 2010 at 4 pm and February 11th, 2010 at 4 pm.

Respectfully submitted,
Deborah Genestreti, Recorder