

**Rye Public Library
Board of Trustees
Minutes
3 April 2007**

Present: Trustees: Victor Azzi, Chair, David Brown, Deborah Genestreti, Sallie Mackie, Joan Sweeney. **Library Director:** Kerry Cronin.

Victor called the meeting to order at 5:30 pm and began by congratulating Sallie and Joan on their elections to the one and two year trustee seats, respectively. All congratulated Victor, as well, on his re-election to another three-year term.

New Business

- **Organization of the Board of Trustees** Joan Sweeney will be our new Treasurer. Sallie Mackie will be Liaison to the Friends of the RPL. Victor will serve as chair, David, as vice-chair and Deb as recorder. David motioned to approve these positions, Deb seconded. All in favor.

- **2007 RPL Board of Trustees Meeting Schedule** Board meetings have been tentatively scheduled for 5:30 p.m. on the following dates:
May 3rd June 7th July 5th August 2nd
Sept 6th Oct 10th Nov 1st Dec 6th

- Kerry distributed trustee orientation materials to all, along with copies of The Successful Library Trustee Handbook, to Sallie and Joan. All thanked Kerry for putting this together.

Consideration of Minutes of March 6, 2007 The minutes of March 6th, 2007 were presented and reviewed. After discussion, Deb moved to accept them with agreed revisions. David seconded. All in favor.

Financial Report Kerry reported that:

- First quarter spending is right on track with 25% of the budget expended to date. The Town Budget Committee has requested a copy to include in a quarterly review of all town budgets.
- Negative \$940 appears under Gifts/Purchases on the non-salary expense sheet. This reflects the \$600 paid out for the Downloadable Audiobook Program and \$340 to tune the piano. Both these amounts were non-budgeted spending, and are listed under Gifts/Purchases as the \$600 was received as grant money, and the \$340 as a gift from Pat Spalding.
- Kerry plans to invite Andy Mahoney, Trustee of Town's Trust Finds, to our May meeting, so he can help us further understand the RPL trusts. Kerry has raised questions about the interest- income generated by this money.
- Victor requested that the balance of the warrant-funded capital maintenance account be added to the second page of the financial report each month.

Correspondence

- Susan Detwiler, Reading Specialist at Rye Elementary, wrote to thank Lisa, Margaret and Kerry for visiting RES classrooms to read to students. Lisa will invite Susan to the RPL to help plan the summer reading program.
- Alan Gould has invited volunteers to form a committee charged with evaluating health care coverage options for town employees. Kerry volunteered to participate (Thank you!). From the first meeting, she reported that the charge of the committee is to collect information only, not to specifically find coverage that will be less costly to the town. Kerry will keep the staff, and board of trustees informed.

Old Business

- **AV Upgrade to Community Room:** Doug Simmons, Ann Malpass, Victor and Kerry met to discuss upgrade details. Anne, Kerry and Victor also discussed, that because the Friends having offered to fund the entire project (almost \$10k), they will be short on funds required to meet summer programming obligations. The Friends have asked if, in lieu of canceling these programs, the Library could fund them. Approximately \$3k would be needed to do so. We discussed how we might increase the programming line item for next year's budget to include such programming and the possibility of using gift funds to support this year's programming. With regard to this year's funding, Joan and Kerry will do some research to review our accounts to further understand their sources and status and they will talk to Andy Mahoney about stust fund income and the MBIA account.r for this \$3k.

Joan moved to go forward with the AV upgrade limiting total expenditure to \$10k, in addition to directing up to \$3k to ensure that Friends programming will be maintained. It was also requested that the Friends keep the board apprised of what those programs are. Deb seconded. All in favor. One abstention (Sallie, as Friends Liason).

- **Programming Funds:** Lisa provided a list of proposed upcoming programs in the Youth Department. They include:
 - Summer Reading Program kick-off (funded by Friends)
 - Marty Kelly (funded by Friends)
 - Art series – Road Trip to the Beach with Phyllis Marsh -- \$300

Martha is the point person for adult programming. She has proposed running a genealogy series, one night this spring, which could be used to launch a year long program. Estimated cost \$500/year.

Sallie motioned to fund the programs above with gift funds. David seconded. All in favor.

- **Building Security** Victor and Kerry met with a rep from Portland Glass to further discuss the proper closure of the front doors. \$926 is needed for the repair. This includes \$781 for rotons and \$145 for wind chins (3/26/07 proposal). The need for panics will be eliminated once a burglar alarm is installed. David moved to approve spending the \$926 to have Portland Glass fix the doors. Sallie seconded. All in favor.
- **Facility Environmental Concerns** Kerry reported that the RPL received two proposals for mold remediation. The first from RPF Associates, Inc. and second from Dave Dawley, of Dawley Construction. Dave Dawley's \$2260 proposal appeared reasonably priced and sufficient to fix the mold issue. During the walk-through, he found mold by the boiler and work area. He recommended the external drains be cleaned out to stop rainwater from entering the building. David motioned to use \$2260 from the building maintenance fund to have Dave Dawley perform the proposed work. Sallie seconded. All in favor.
- **Professional Development** Kerry reported that several staff members have expressed interest in participating in the following professional development opportunities; Lisa – program on Children's book publishing (\$135) and a State Library program on cataloguing (\$100), Brenda and Gwen – one day at the NH Library Association Conference in Bretton Woods in May (\$80 each), and Kerry – two days at the same conference (\$260) and attendance at the American Library Association Conference in June in D.C. (\$1000). Joan requested that Kerry provide a list of programs staff would like to attend for the remaining three-quarters of the year. David motioned to approve \$655 for the above requested professional development. Deb seconded. All in favor.

Town Master Plan Kerry will write and submit a "place-holder" for the library to be included in the town's strategic master plan. She has indicated to the Planning Board that we will be using results of the 2005 survey to craft the RPL strategic plan. This can then be attached as an addendum to the town's main document.

Executive Session: At 7:55, David moved to go into Executive Session to discuss personnel matters. Deb seconded. All in favor.

At 8:12, David moved to end the Executive Session. Deb seconded. All in favor.

Public Session Resumed: David moved to approve a bonus to a staff member who performed extra duties. Deb seconded. All in favor.

Adjournment: At 8:15, it was moved and seconded to adjourn. All in favor.

Next Meeting: Thursday, May 3rd, at 5:30 p.m.

Deborah G. Genestreti
Recorder