

Rye Public Library  
Board of Trustees  
Minutes  
6 December 2007

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

Victor called the meeting to order at 5:35 pm.

**Approval of Minutes** Minutes from the November 26th, 2007 board meeting were presented and reviewed. After discussion, David motioned to accept these with agreed revisions. Joan seconded. All in favor. The review of November 8<sup>th</sup>, 2007 board meeting will be deferred until next month.

**Financial Report:** Kerry reported that with 92% of the year past, 92% of the salary and non-salary budget is spent. The Finance Committee has reviewed the projected '07 overspending and it will not be as high as previously predicted. Specifically, computer contracted services and professional training lines will not be as high as once thought. Also, to keep the building maintenance line down, some electrical work will be postponed until the new year.

As Treasurer, Joan will write a treasurer's report to accompany the final report to the Budget Committee.

During the last meeting with the Budget Committee, Cyndi Gillespie cited the RSAs that allow the RPL to spend funds by moving monies between individual line items of the approved budget.

Kerry reported the recoveries are still low – at 75% of budgeted amount.

A 2008 Warrant Article will be submitted to raise the Capital Reserve fund by \$10k.

**Comments from the Chair** Victor thanked all who helped with Sunday's RPL Holiday Open House. Sally suggested choosing a date next year that will coincide with the town's parade. Victor pointed out that the Library had tried to schedule the Open House in concert with the Town celebration, but the Town had decided they would not be having their Annual Holiday Parade this year. It was only after Kerry had succeeded in setting it up, including scheduling the "Bell Ringers", that the Town (through the firefighters) decided to have the Annual Parade after all. The date the Town chose for the parade was different from the RPL's already-chosen date, and by then, the library was already committed to our RPL date.

**Correspondence** Stanley Drinkwater, a former Rye summer resident has recently died. His family has requested donations be made to the RPL in lieu of flowers.

**Director's Goals for 2008** Kerry noted that of the goals presented, only one had cost implications. That goal is to use an outside consultant to aid in developing an RPL three-year strategic plan. Kerry estimated a \$1.5k max cost.

David noted that the goals seemed somewhat ambitious, but moved to accept them. Sallie seconded. All in favor.

**Library Director's Evaluation.** Kerry requested an evaluation of her performance be conducted.

**Associate Director Job Description.** We discussed the job description Kerry presented. It was developed with the HR Committee and included input from Delise West. After discussion, David moved to accept with discussed revisions. Debbie seconded. All in favor.

**2008 Budget Update** Kerry is recalculating the personnel budget to reflect the 2 ½% COLA provided by Cyndi Gillespie. The final Budget Committee meeting will be December 11<sup>th</sup>, 2007 at 8:30 am. Joan will remove the recoveries line from the budget (recommended by Cyndi Gillespie).

**Policy on Continuing Education** Victor presented a proposed policy for tuition reimbursement that includes both a minimum grade requirement for any reimbursement as well as a partial repayment plan if the employee leaves within two years of reimbursement. Victor moved to accept the policy with discussed revisions. Joan seconded. All in favor.

David will add this policy to the personnel policies handbook, making note that the new policy amends and replaces part D of benefits Article 9. Also, Kerry will make Lisa Houde aware of the new policy so that she can go ahead and register for her coursework.

**Holiday Schedule** Kerry presented the proposed RPL holiday schedule for 2008. It is identical to 2007's. Debbie moved to accept. Joan seconded. All in favor.

**Next Board Meeting** January 9<sup>th</sup>, 2008 at 5:30p.m.

**Executive Session** David moved to go into executive session at 7:14. Sallie seconded. All in favor. The Board requested that Kerry stay for the executive session. Personnel matters were discussed per RSA 91-A:3, 11(a).

Sallie moved to leave executive session at 8:15. David seconded. All in favor.

The meeting was adjourned at 8:17.

Deborah G. Genestreti  
Recorder