

Rye Public Library
Board of Trustees
Minutes
4 February 2008

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

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

Approval of Minutes Debbie distributed copies of November, December and January board meeting minutes to be reviewed by members and voted on next month.

Financial Report: Kerry reported that \$6k of trust fund income was received this month, and is considered 2007 income, and so, will be transferred to the restricted funds account.

As treasurer, Joan met with the auditors while they were here. She asked for clarification about restricted funds – the definition and guidelines on use. The RPL financial report will be changed to reflect this information.

\$62,846 was spent in media in 2007.

Kerry will talk to Andy Mahoney to get a projection of trust fund income for 2008.

Kerry reported that even though we are only one month into the '08 budget, spending of line item 442, computer services, is at 94% This is a once a year expenditure that is incurred in January.

Comments from the Chair Victor thanked Sallie and Debbie for running again for RPL trustee seats. We also discussed hosting a 'meet the candidates' night to be held before the March 11th town election. Kerry will follow up.

During the February 2nd deliberative session, a question was raised as to whether insurance covered any of the damage caused by the drainage problems. Kerry noted that last fall she investigated the possibility of submitting an insurance claim by calling Primex, the Town insurer and was told this type of damage was not covered. She will reconfirm the conversation with the insurance company and Victor will pass this information along to the selectmen, town administrators and the budget committee.

Joan reported that this year's audit is almost complete and that the auditor's feedback was that everything looked very good. The auditors worked for one and a half days and were very thorough. Kerry, Joan and Victor will complete the auditor's questionnaire and return it to them.

Correspondence None.

2008 Budget Update Kerry and Joan wrote text that explains line item categories. The text will accompany the FY 2008 Budget draft.

Amendment to Personnel Policy Regarding Continuing Education David provided a revision to Article IX D of the Personnel Policy that reflects the Board's decision to change the tuition reimbursement policy and moved the transportation charge reimbursement language to Article IX E. Sallie moved to adopt the changes as presented. Debbie seconded. All in favor.

Access Seniors Grant Proposal Victor and Kerry met with Tom Argue of Webster at Rye on January 24th to see if they would be interested in providing partial funding for the Access Seniors Program. Tom reported that his board agreed that they would be happy to contribute \$3000 to the Access Seniors Project, if funded. Kerry plans to approach the Rye Lion's Club and Friends of the Rye Public Library for support as well. The deadline for resubmission of the grant is February 29th. A decision will be known by June.

Meeting Format The Board agreed to try running the board meetings using a consent agenda starting next month.

Gift Expenditure The restricted account funds from FY '07 will be available soon and will be spent on media. Kerry is talking to patrons to determine what kinds of data bases people are most interested in. She has also been working with Library Interiors to investigate installing drawers to hold CD collection and that integrate with the existing furniture. Sallie motioned to approve the \$1601.79 purchase. Joan seconded. All in favor.

Miscellaneous

- Sallie brought up the possibility of patrons not approving of animals accompanying their patrons into the library. We agreed to keep an eye on the situation and write policy if the need arises.
- Kerry reported that circulation is up this January as compared to last. In 2007 circulation was lower during March through June, so she will work with staff on promoting the collection more heavily during this time of year.
- Kerry also reported that staff is being trained on working with the electronic newsletter. Kerry will be the newsletter's administrator.
- Kerry will put the Trustee Annual report on line.
- Kerry will be on vacation February 13th through the 20th.

Executive Session David moved to go into executive session at 7:30. Deb seconded. All in favor. Personal matters were discussed per RSA 91-A:3,II(a).

David moved to leave executive session at 7:55. Deb seconded. All in favor. David motioned to accept Kerry's evaluation and to have the HR committee present it to her. Sallie seconded. All in favor.

Next Board Meeting The next board meetings are scheduled for March 4th, April 1st and May 6th, 2008 all at 5:30 pm.

The meeting was adjourned at 7:55.

Deborah G. Genestreti
Recorder