

**Rye Public Library  
Board of Trustees  
Minutes  
February 6, 2007**

**Present: Trustees:** Victor Azzi, Chair, David Brown, Deborah Genestreti  
Library Director: Kerry Cronin; Associate Director: Tricia Quinn

Victor called the meeting to order at 5:35 p.m.

**Consideration of Minutes of December 7, 2006 and January 4, 2007:**

The minutes of December 7, 2006 and January 4, 2007 were presented and reviewed. After discussion, Deb moved to approve both sets of minutes with agreed revisions. David seconded. All in favor.

**Financial Report:**

Kerry presented the latest financial report (January 31, 2007) and summarized it. She reported that \$25,000.00 would be moved from the checking account to the gift fund, in line with past recommendations of Joan Sweeney. Kerry also reported that the auditors had been at the Library in mid January and they were pleased with the audit results.

**Comments from the Chair:**

Victor reported that he had delivered the Trustees' Report for the Town's Annual Report, and that Kerry had delivered her report as the Library Director. These were delivered to Priscilla Jenness. The Trustees then noted Priscilla's support at the Deliberative Session in regard to the Library's warrant article and wished to thank her for supporting and moving the question.

**Correspondence:**

**1) New Hampshire Library Trustee Association**

Kerry reported on correspondence for the New Hampshire Library Trustee Association regarding annual nominations of trustees and libraries for certain awards. This will be reviewed further.

**2) Morningstar, Inc.**

Kerry reported that she won a raffle sponsored by Morningstar and the Library will be receiving a set of reference books from Morningstar.

**3) UNH Telecommunications**

Kerry reported that the web-site designer, DotInc. Solutions will also host the Library web-site and provide email service. This is very timely as the current web-site hosting via UNH is being phased out.

## **Old Business:**

### **1) Trustee Registrations for March Election**

The Trustees reviewed the upcoming March election. Victor is running for another three year term. Pat Spalding is also running for the same seat. Joan Sweeney is running for the two year position, and Sally Mackie is running for the one year position. Tricia will work on an article for the Town Newsletter to explain and remind voters that the Board is moving from three to five trustees this year, adding two new seats.

### **2) Personnel Request**

Kerry and Tricia reported on certain staff duties and changes to same. Joan Sweeney will train Kerry and Tricia to do the bookkeeping. Martha will no longer do the bookkeeping. After training, Tricia will have the main responsibility for this. There was further discussion about the transition from last year during the interim structure with the bonus payments to certain staff to the end of that period with Kerry on board and Tricia in her new position. Kerry and Tricia will also work on a recommendation for use of the merit raise pool to present at a later date.

## **New Business:**

### **1) Grant Proposal Idea**

Kerry is taking a grant writing course at Suffolk this semester. She has talked to Kim Reed and will talk to Tom Argue at Webster at Rye about some of the ideas which include the possibility of assisted computer access at Webster at Rye. A combined film/book discussion is also being considered. Kerry will follow up with SeniorSERVE as well. Victor, Deb and David thanked her for these interesting plans.

### **2) Staff Development Fund**

Kerry raised the issue of creating, or supplementing a staff development fund so that more of the staff would be able to attend national conferences such as the one she recently attended in Seattle. The next such conference is in Washington D.C. in June. All agreed this was a worthwhile idea to be studied further. Victor suggested a possible new line item in next year's budget. David asked if there was any expected tuition reimbursement requests this year. Kerry did not expect anything substantial there. She mentioned the possibility of fundraising for these conferences. Kerry will report back on the Washington costs.

### **3) New Job Descriptions**

Kerry also said she is working on new job descriptions for herself and Tricia. Victor agreed this was a good idea.

#### **4) Web Design Advisory Group**

The new website is being studied by a committee consisting of Victor, Kerry, Lisa, Gwen, and Judy Underwood. Samples of other library websites are being examined. The committee is considering using various photos taken by Dan Osborne on the site.

#### **5) Downloadable Books**

Kerry advised that the downloadable book program had just been launched. She mentioned the possible use of MP3 players and Ipods.

#### **6) Security of Building**

Kerry and Victor discussed the problem with use of the main entrance door not closing properly due to warping or a faulty closing mechanism. It was found unlocked one morning. Since then it has been closing. Some of the problems tend to arise when groups use a meeting room at night and no one checks the door closely. Victor suggested using a simple form agreement for all groups. David added we could have the responsible person sign it and leave it behind as proof of compliance. Tricia mentioned that perhaps two times per year there would be groups upstairs and downstairs at the same time, thus the valuable collections and computers upstairs are more at risk. Victor recommended avoiding this as the building security had been designed to keep groups downstairs so the upstairs would be kept inaccessible. A strict policy should be set. The more we know a group and person in charge, the more flexible we might be as to the upstairs usage. Kerry will work with Tricia on a policy and procedure. Victor and Kerry will work on the door issue further to review with the original contractor.

#### **Public Comment:**

None.

#### **Library Director's Report and Youth Services Report:**

Both of these reports were received, summarized by Kerry, and accepted. Kerry stated Lisa is doing a great job with the youth and snack time.

#### **Other Business:**

Kerry discussed adjusting schedules between her and Martha. All agreed she could do so. David will work on a basic Trustee Manual for new trustees with Kerry.

#### **Adjournment:**

At 7:29 p.m., it was moved and seconded to adjourn. All in favor.

**Next meeting:** March 6, 2007 at 5:30 p.m.

David S. Brown  
Recorder