

**Rye Public Library  
Board of Trustees  
Minutes  
January 4, 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.

**Budget Review:** Kerry and Tricia presented updates of the 2006 budget and various sheets in preparation for the Budget Committee meeting next week. The latest numbers showed that after the recently approved year-end expenditures totaling \$26,800.00, there would still be a surplus of about \$33,000.00 of unspent salary due to unfilled positions that would be retained by the Town. All agreed it is reasonable and advisable to return the unspent surplus to the Town.

Tricia reported that if we looked at 2004, 2005, and 2006, the surpluses retained by the Town would range from \$21,000.00 to \$42,000.00 and total about \$100,000.00. All agreed that 2007 should be the stabilizing year.

As to the work session of the Budget Committee scheduled for later this evening, all agreed that since the purpose of the meeting was unclear and that was no specific reference to the Library on the agenda, and we had not been asked to attend, no one present would need to attend, but all would attend the public hearing on January 10<sup>th</sup>. Victor had sent a letter to Cyndi Gillespie, the Town Finance Administrator, offering to attend but had received no response.

**Consideration of Minutes of December 7, 2006 and December 18, 2006:**

David reported that the minutes of December 7, 2006 were not yet drafted. Action was therefore deferred to the next meeting.

The minutes of December 18, 2006 were presented and reviewed. After discussion, Deb moved to accept them with agreed revisions. David seconded. All in favor.

**Financial Report:**

Kerry presented the latest financial report and summarized it. There were no questions, and it was accepted.

**Comments from the Chair**

Victor repeated some of the discussion about the budget as covered above and reminded all about the Budget Committee meeting next week on January 11, 2007, in the Library meeting room.

There was further discussion about the donated piano. Kerry will work on handling this further.

The Trustees discussed Kerry's reception to be held on January 11, 2007. Tricia reported as to the efforts to organize food, music, and invitations. All seemed to be in good order.

### **Correspondence:**

#### **1) Letter from New Hampshire Charitable Foundation**

Kerry reported that the Library had received a \$1,000.00 grant award from a charitable fund set up by Ruth Dunfey. Kerry will acknowledge receipt of this and reply to the NHCF.

#### **2) Letter from N.H. State Library Regarding Downloadable Audiobook Program**

Kerry was pleased to report that the grant application for the downloadable books program had been awarded. This will save the Library \$600.00. Tricia coordinated the training schedule for the staff. The program will start in February. Kerry looked forward to coordinating this with the new website. The Trustees congratulated Kerry for her good efforts.

#### **3) Thank you note from Mary Vermeersch and Students**

Kerry reported that Mary Vermeersch had sent a thank you note for the reception at the Library in December.

#### **4) E-mail update from Carmela Sainz de Baranda Andujar**

Tricia reported that Carmela had sent an email with an update on her latest contact with Warner Brothers for her films.

#### **5) Invitation to Portsmouth Public Library's Dedication Ceremonies**

Kerry advised all that the new Portsmouth Library dedication would be this coming Sunday.

### **Old Business:**

#### **1) Budget Discussion**

The budget issues were discussed at the beginning of the meeting and are covered in above.

#### **2) Warrant Article Update**

David reported that the Selectmen had responded to his earlier letter about the \$5,000.00 warrant article and indicated the final language was approved and would be on the March ballot.

#### **3) Audiovisual Upgrade for Community Room – Update**

It was reported that three (3) audiovisual proposals were under review and the cost ranged from \$6,000.00 to \$15,000.00. Tricia reported that the Friends typically approve a "wish list" that the staff prepared each year, but that this list usually amounted to about \$2,000.00 to \$3,000.00. She

wondered if the Library and the Friends should share this large cost. Victor agreed to review this again with the Friends. All agreed new AV equipment was needed. Tricia agreed to attend the next Friends meeting and report back to all.

#### **4) Roberta Reed Memorial Gift – Update**

Kerry mentioned that donations had come in memory of Roberta Reed. She agreed to meet with the Reed family in the spring to agree on some book purchases.

#### **5) 2007 Trustee Meeting Schedule**

The Trustees agreed to switch the February meeting from February 13<sup>th</sup> to February 6<sup>th</sup> at 5:30 p.m. The Town Deliberative Session is also coming up on February 3<sup>rd</sup>. As to the March 13<sup>th</sup> election, there will be three Trustee positions open. Kerry will remind the Friends to have any candidates sign up at the Town clerk's office. The Trustees agreed to meet in March on March 6<sup>th</sup> at 5:30 p.m. All were reminded of the Budget Committee hearing on January 10<sup>th</sup> and Kerry's welcoming reception on January 11<sup>th</sup>.

#### **6) Library Mission Statement**

The Trustees reviewed the draft new mission statements that Kerry and Tricia had prepared. After much lively discussion, editing, and re-editing, all agreed an excellent final draft had been reached. Deb moved to accept the final version. David seconded. All in favor. Kerry and Tricia will prepare it in final form to attach to the minutes.

#### **New Business:**

##### **1) RPL Audit**

Kerry reported the auditors will be at the Library on January 22nd. She mentioned that Joan Sweeney will be coming to help the staff prepare. Kerry will be away but Tricia will supervise. Kerry will sign the necessary forms.

David moved to adjust the checking account, as Joan had recommended this be done annually or so. He moved that \$25,000.00 be placed in the gift fund. Deb seconded. All in favor.

##### **2) Personnel Request**

A personnel request was deferred to Executive Session.

##### **3) Receipt of Various Donations**

Covered above.

#### **Public Comment:**

None.

**Executive Session:**

At 7:43 p.m. David moved to go into Executive Session to discuss personnel matters. Deb seconded. All in favor.

There was a brief discussion about a personnel request. No action was taken and the matter was deferred to the March meeting.

At 8:04, David move to end the Executive Session. Deb seconded. All in favor.

**Public Session Resumed:**

Kerry mentioned that she needed to take some vacation time early—in March—and wanted approval to do so. All agreed that was acceptable.

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

Both of these reports were received, summarized by Kerry, and accepted.

**Adjournment:**

At 8:11 p.m., it was moved and seconded to adjourn. All in favor.

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

David S. Brown  
Recorder