

**Rye Public Library
Board of Trustees
Minutes
9 July 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 5:38 pm.

Approval of Minutes of May 9th, 2007 The June 21, 2007 minutes were presented and reviewed. After discussion, David moved to accept them with agreed revisions. Sallie seconded. All in favor.

Financial Report: Kerry reported that the fiscal year is one-half over and spending is at 49% of budget. She also noted that she submitted the RPL quarterly report to Cindy Gillespie for quarterly Budget Committee consideration.

Comments from the chair: none

Correspondence:

- Mr. Valley, a former Library trustee, thanked those who traveled in the SeniorServe van to his home to sing him a happy 90th birthday.
- Kerry reported on a letter addressed to the Trustees of Trust Funds and the Library Trustees from Terry Knowles, Assistant Director of Charitable Trusts with regard to the final version of HB 226, a bill that speaks to investment of trust funds. Specifically, the holder of the trust must file a copy of the investment policy with the AG's office. Tom Ladd, Education Coordinator for the NH State Library, will be consulted as to Library Trustee responsibilities.

Old Business:

FY '07 Budget Joan presented her summary of RPL funding account details. She reported that the building fund account was closed. A restricted checking account was opened for private funds, which include donations and gifts. Joan also recommended establishing a credit card with TD Bank North in both the RPL's and Kerry's names.

Joan also addressed the reforecast of the 2007 budget as of June. Building Maintenance, Professional Training and Programming will be over-spent this year. We will meet this year's budget commitment for '07 by reallocating funds from under-spent line items, delaying installation of a security system, and financing unbudgeted items we deem critical, from other sources. Specifically, Joan motioned to transfer \$3k from the MBIA account to cover programming overruns, an additional \$3k from the MBIA account for professional training, and non-budgeted programming. Deb seconded. All in favor.

After some discussion, Joan motioned that all checks will require a trustee's signature. Deb seconded. All in favor.

Facility Drainage Issues Kerry reported that she, Joan, Victor and Sallie met to review the three proposals received to address the drainage problem. The biggest question remains to be whether the problem stems from surface water, ground water or both. Joan will ask a geo-technic engineer she knows to recommend a consultant we could use. Kerry will also request quotes on time and materials for the three contractor's proposals.

Building Security Kerry reported that Jim will install a dead bolt and handle on the metal outside door in the meeting room. We will also be revising the Community Meeting Room sign-out form, and consider establishing a policy of hiring trained people to work security on nights that the meeting room is in use. Kerry will investigate this last option and discuss with Victor.

RPL Policies Kerry reported the status of RPL policies as follows:

1. **Personnel Policies** should be all set.
2. Need to establish policy for **Meeting Room Use**.
3. **Circulation Policy** - After discussion, Sallie moved to change the DVD lending period from 4 weeks to 2. David seconded. All in favor.
4. Need to establish policy on **Hiring Volunteers**. Question of background checks. Sallie and Kerry will draft.
5. Need to establish policy on **Computer Use** by patrons. Kerry will explore software available that will require patrons to use their library card number in order to log into the system. Dummy cards can be used for non-card holders. The software would also enforce time limits on computer use.

Trustee Committees Kerry shared her proposal for defining and working with five trustee committees, most of which are currently active. They include Facilities (Sallie, Victor), Finance (Joan), Long Range Planning (Victor, Sallie, Deb), Personnel (Joan, Deb), and Policy (David).

New Business

Amendments to Bylaws David reported that he amended the existing draft to read that the trustees cannot remove another trustee to satisfy the applicable RSA. The draft still needs to be changed to reflect the change in board composition from three trustees to five.

Miscellaneous

- Kerry was approved to drive the SeniorServe van.
- Status of AV improvements – The television is still in the shop awaiting a part. Painting is complete.
- Status of website – Not ready to launch yet, but getting closer.
- Sallie noted that she will no longer be able to act as Liaison to the Friends. Tricia has been asked to attend the Friends meetings beginning in the fall.

Executive Session None

Public Comment None

Adjournment At 8:52 pm, David moved to adjourn. Sallie seconded. All in favor.

Next Meeting Thursday, August 2nd, 2007 at 5pm.

Deborah G. Genestreti
Recorder