

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

Present: Trustees: Victor Azzi, Chair, David Brown, Deborah Genestreti
Library Director: Kerry Cronin.

Victor called the meeting to order at 5:38 p.m.

Consideration of Minutes of February 6, 2007:

The minutes of February 6, 2007 were presented and reviewed. After discussion, Deb moved to approve the minutes with agreed revisions. David seconded. All in favor.

Financial Report:

Kerry presented the latest financial report (February 28, 2007) and summarized it. Victor asked about year end purchases and the close of the 2006 budget. Kerry reported she is following Cyndi Gillespie's instructions. The second half of the new website design remains to be paid but the full amount was encumbered. As to the longstanding small amount in the Building Fund, it was agreed that it made sense to close this fund by using the final \$527.00 on some building expense. There was also discussion about the expendable trust fund. Based on the just released Annual Report (p. 68), this fund stands at \$6,105.00 and will increase by \$5,000 as a result of the warrant article [just passed at Town Meeting on March 13, 2007]. It would have risen to \$15,000 but funds were withdrawn last year for painting. All agreed that this fund should not be touched without clear vote of the Trustees as the intent was to save it for some future large capital expense, such as a new roof, new carpeting, etc.

Kerry mentioned that she had checked with the bank, TD Banknorth, as to investment options for some funds being held in various Library accounts. The bank had indicated that they might be able to offer a one year CD at about 6% interest. She thought some funds were sitting in an account that only earned 2% to 3% interest. David suggested we defer this question to a later month when Andy Mahoney would be invited to attend and give an annual review of the trust funds.

Victor delivered a check that had been mailed to him from the State for the \$600 grant for the downloadable books program. This was the good result of Kerry's application, and all thanked her for the good work.

Kerry mentioned that the downloadable books program started in February. She offered to give the Trustees a demonstration at the April meeting.

Finally, Kerry mentioned the need to review this year's use of the bonus pool. It was agreed to defer that to executive session later in the meeting.

Comments from the Chair:

None.

Correspondence:

1) Rye Elementary School

Kerry reported that the Rye Elementary School had invited her, Lisa, and Margaret to attend and read to 1st and 2nd graders for the Dr. Seuss birthday celebration.

2) UNH Telecommunications

Kerry reported on a notice from UNH about the replacement of certain equipment. She will have Jonathan coordinate with UNH.

Old Business:

1) Audio Visual Upgrade

This project continues. The proposal of Doug Simmons' was approved and capped at \$10,000. This was great news from the Friends as they will fully fund it and also work on some fundraising efforts. For the record, David moved to accept and approve Doug's proposal, Deb seconded. All in favor. Victor and Kerry agreed to continue to work with the Friends and with Doug on this project.

2) Building Security

The main doors are having a problem as the automatic closers are worn and need replacement. Three proposals were received and range from \$500 to \$1,100. Victor offered to meet with the representatives of the companies that made proposals. Victor mentioned that the effect of wind on the doors when opened needed to be examined. He also asked if this repair could coincide with an effort to make the vestibule a safe place for kids to wait when needing a ride. David asked if Victor could check any building code issues on the usage and locking of vestibules. Victor and Kerry agreed to continue to work with the representatives of the three proposals.

Kerry also mentioned that she knew that at the Portsmouth Library they have a security system and that at the Amherst Library they hire a person to serve as a "security person" when needed. All agreed that with the planned AV improvements to the sum of \$10,000, security issues were increasing. It was decided that engaging a security consultant might be a good idea to see what some options might be. David also asked if groups using the AV system might need to have a representative come in and be trained in usage of the system by the staff. Victor suggested a new policy to cover the AV usage by groups.

Kerry presented the draft form that Tricia had prepared for use of the meeting room. All thanked Tricia for this good start and gave Kerry some comments. It was suggested that Jim review it as well as he might have some input. Kerry will also review the procedure for giving out keys.

3) Web Design Update

Kerry brought the Trustees up to date on the status of the new web site. She is in the process of selecting photographs to be placed on the website. These will be selected from Bruce Parson's book or

from Don Osborne's collection of Library photographs. Victor mentioned that Peter Randall might also be a good source.

New Business:

1) "Sandwich Board" Advertising

Kerry reviewed the recent request from Mike Schwartz to use the Library "sandwich board" to advertise a meeting he was organizing to be held in the Meeting Room. The meeting was on the topic of global warming. After discussion, all Trustees agreed that the custom and practice was to limit the use of the sandwich board to Library sponsored events. All agreed it was best to stay with that policy as it would open up the doors to any number of requests and these could also lead to questions about zoning signage regulations and use of town property for private signage purposes.

2) Building Environmental Issue

Kerry advised that Lisa had reported her belief that the lower level must have a mold or dust problem that was affecting her sinuses. The problem could come from water leaks or possibly a filtration system on the furnace was needed. Since the existence and cause of a problem was not easy to examine, the Trustees directed Kerry to solicit proposals from environmental consultants so this issue could be addressed as quickly as possible. Deb mentioned one firm she had used. David mentioned he read that the Greenland library had recently dealt with mold and probably had a consultant. Kerry will contact several firms for proposals.

Executive Session:

At 7:25 David moved to go into Executive Session to discuss personnel matters. Deb seconded. All in favor. In the session, Kerry presented her proposal that came with Tricia's input on the merit pool raises.

At 7:35, David moved to end the Executive Session and return to public session. Deb seconded. All in favor.

Public Session Resumed:

David moved to approve the merit raise proposal as presented by Kerry. Deb seconded. All in favor. Kerry then reported on various donations that had come in.

Public Comment:

None.

Adjournment:

At 7:45 p.m., it was moved and seconded to adjourn. All in favor.

Next meeting: April 3, 2007 at 5:30 p.m.

David S. Brown
Recorder

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