

**Rye Public Library
Board of Trustees
Minutes
9 May 2007**

Present: Trustees: Victor Azzi, Chair, David Brown, Deborah Genestreti, Sallie Mackie, Joan Sweeney. **Library Director:** Kerry Cronin. **Guest:** John Bachand, Northeast Environmental Labs.

Victor called the meeting to order at 7:12 pm.

Facility Environmental Concerns: We began here to accommodate our guest, John Bachand, Industrial Hygienist from Northeast Environmental Labs. John presented the results of his mold testing. Upstairs is close to perfect. Spore counts in the work-room and furnace room are high. The cause is ground water entering the basement anytime significant rainfall occurs. His recommendation is to dry it out, clean it up and keep it dry. To address the drying and cleaning, he recommends that all carpeting be removed and replaced with tile. All acoustical ceiling tiles should be removed and all surfaces should be cleaned with an anti-microbial (spray on bleach). All books/archival materials that can be thrown away should be. Others can be treated with an ozone machine or air filters to remove mold spores. John recommended buying some HEPA air filters to use in the basement. David moved and Sallie seconded to approve spending up to \$600 on HEPA filters. All were in favor. Kerry will research and email results to the board.

As to the larger issue of keeping the basement dry, Victor and Kerry had the existing drain tested and established that it is working. Kerry and Victor will be meeting with Peter Tennant (RPL architect) and Charles Allen (RPL builder) to find out what was installed for drainage and why. Possible solutions are installation of gutters, or French drains, or a perimeter drain. Kerry has quotes for gutters if we move in that direction.

Consideration of Minutes of April 3rd, 2007: The minutes of April 3rd, 2007 were presented and reviewed. After discussion, David moved to accept them with agreed revisions. Joan seconded. All in favor.

No comments from the chair.

Correspondence:

- NH Library Trustee Association is having a 50th Anniversary gala in Concord on Friday, May 11th.
- Kerry was notified that the participant profiles for the MBIA account needs to be updated. Kerry, Joan and Sallie need to complete forms in order to be added as contacts.

Financial Report Kerry reported that one-third of the year is over and spending is on track. Joan and Kerry met and will be reforecasting the budget for the board's use in its management. The financial report will be managed in Excel in order for our reports to be in consistent format with the town's.

Building Security: Kerry and Victor met in March with Chuck Coradi of Howard systems to discuss their proposal to install a security system. The project has a fixed price of \$1979 and includes motion detectors, alarms on all six doors and keypad entry. Kerry will talk to the police department to see if they would agree to receive the alarm signal. Otherwise, we would need a contract with an outside security firm. David moved to approve the \$1979 contract as long as the police agree to receive our signal. Sallie seconded. All in favor.

AV Upgrade to Community Room: Doug Simmons updated his proposal to include electrician fees and some options that were selected. The new proposal of \$9109 includes the lower end 50" television. The Friends will pay the total and will have a reception in the fall. Sallie moved to accept the gift as described. Joan seconded and all approved.

Internet Service Provider: Kerry reported that UNH is phasing out their email and internet hosting services. Our options are to get internet service with the town at \$120/month or with Comcast at \$105/month. Both are fast. Dennis (from the town offices) and Jonathan are talking to make sure there are no negative repercussions. Assuming none are discovered, David moved to make Comcast our internet service provider. Deb seconded. All in favor.

Book Discard and Donation Program: Kerry spoke about a program with *Better World Books*, where books discarded from library circulation would be picked up, free of charge, and sold on-line. 15% of sales would be returned to the library and 5% of sales would go to a non-profit literacy partner of our choice. Getting involved with this program would be a way of responding to the Friends request for the RPL to help out a smaller library. We will continue selling books in the vestibule. This program will be used to deal with older non-fiction volumes.

Landscaping: Green Penguin will continue to do our landscaping. This years prices are comparable to last years. \$380 was charged for spring-cleaning, \$430 was charged for mulching and \$266 will be charged for fall maintenance.

Investment Options: Joan addressed her action item - identification of all RPL accounts along with any restrictions and interest rates associated with them. Joan, Kerry and Tricia did an inventory of our accounts and found the following:

1. Building fund (\$527) – left over from the expansion project – should be closed out
2. Gift fund is on the order of \$40k and earns only .25% interest – can we invest this in a higher yielding account?
3. Trust fund – We need to talk to Andy Mahoney at budget time to get a better estimate of interest income for next year's budget. No money has been added to the principal since 1990. Interest income from this account is intended for the public good of the library and shouldn't lower the taxpayer burden.
4. MBIA account money has no restrictions on spending and earns 5% interest.

5. A meeting should be set up with Cindy Gillespie with regard to setting up an encumbrance account in which monies assigned to the library, but not used yet can be deposited.

Joan motioned to move the \$39,622.34 from the gift account, to our existing MBIA account. David seconded. All in favor.

FY '07 Professional Development Funding: Kerry provided a compilation of events/workshops in which each staff member has requested to participate, as well as associated costs.

Donation of Defibrillator: The Ciborowski family has donated an Automated defibrillator to the library.

Keys: Kerry will be getting library keys for Joan and Sallie.

Kerry's probationary period ends at the end of May.

The grant review deadline is this summer.

Executive Session:

At 9:55, David moved to go into Executive Session to discuss personnel matters. Deb seconded. All in favor. In the session we briefly discussed a salary issue.

At 10:00, David moved to end the Executive Session and return to public session. Deb seconded. All in favor.

Public Comment: None

Adjournment: At 10:00 pm, it was moved and seconded to adjourn. All in favor.

Next Meeting: Thursday, June 7, 2007 at 5:30pm

Deborah G. Genestreti
Recorder