

LIBRARY TRUSTEE MEETING Draft Minutes

February 23, 2017

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Richard Mc Dermott and Barbara Tosiano were also in attendance. Alison Crotty attending as a guest.

Amy called meeting to order at 5:30

MINUTES OF LAST MEETING: Beverly motions to accept the minutes as amended, John seconds, all in favor.

Acceptance of donations and unanticipated funds for January, 2017 Total for January = \$352.10
Beverly motioned to accept that amount, John seconded, all in favor.

TREASURER'S REPORT: none this month

DIRECTOR'S REPORT: The wine tasting held by the Friends of the Library had about 60 attendees; they also had lots of traffic at the fundraiser at Community Oven. Mary Todd Lincoln program was fantastic! There are a few programs scheduled at the library for April. The Friends of the Library would like to do a ballroom dancing program at the town hall in April. Our light dimmer was installed on Monday. Beth spoke to Carol today about adding some new craft classes in April.

CONTINUING BUSINESS:

Prism Lighting-Dimmer has been installed.

ACTION ITEMS:

Trustee Candidates need to register- Judy Wilson has registered, and Beth is also running.

Goals for 2017-Barbara came up with some goals for herself and staff which include: putting valuable historical books into a glass case (glass case would be purchased with Anne Haggarty donation, and would be in memory of her), review our open hours to make sure we meet community needs, inventory collection, work on special collections, cleaning up cataloging, refresh the TGIF program (maybe a different day or time?), reach out to new residents in the housing unit being built in town, we can also mail out a welcome packet to people who move into town, and Barbara would like to attend some more professional meetings.

Goals for trustees: find some people who want to help with garden improvements. Are we going to be involved in the tricentennial celebration? We should start thinking about programs for the tricentennial now. (Should we have a program on Alice Brown, a Hampton falls writer? and/or other Hampton Falls writers?)

NEW BUSINESS ITEMS:

Investment Policy- We would like to invest up to 25% of what we have in our Donations fund. Richard will ask Frank dePeters what he would recommend for investments. We could also ask town's Trustees of the Trust funds what they have been investing in.

Personnel Policy-we reviewed this in 2014 because of all the changes to health care created by the adoption of the Affordable Care Act. Amy has the policy for the part timers written up, and passed it out

to trustees. This needs to be added to the current personnel policy. Amy will send this section to Bart Myer (town lawyer) for review before we add it to the personnel policy.

Beverly wanted to discuss community center idea- If the school gymnasium doesn't pass, will the townspeople still want a community center? There was a short discussion that library would also be a good community center for non-athletic activities (although yoga would also be possible here). Mark Sikorsky can advise us on how much actual buildable space we have on our lot. Would it be possible to add on 1,000 square feet? It could be a totally enclosed space, so that we could only heat and cool it when we need it. Part of the addition could have a stage. This would be very useful for some of the larger summer reading programs which have been moved to the public safety complex to accommodate the large group. The space could be used by bridge groups, Mah Jong, poker, yoga classes, etc.? Beth will report back to us on what she finds out regarding the size of an addition.

Salaries-Amy passed around a spreadsheet with current hourly salary ranges. Our employees should be towards the middle of the range. The range for director is very low, and needs to be increased. Seacoast Area Library Association survey indicates that director's salaries range from \$18.50/hour – \$30.94/hour. \$24.62 is the average for directors on the Seacoast. \$18-28/hour would be a good salary range for us to set for the director position. The Seacoast Area Library Association survey indicates that the Children's librarian range is \$11-18/hour. The Children's librarian range at our library should be \$13-23/hour. The following ranges were set for Library assistants \$11-18/hour, and Library Aide \$10-16/hour for our library.

Beverly made a motion to accept the new salary ranges, John seconds the motion, all in favor.

John Made a motion to adjourn at 7:10, Amy seconded the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: March 23, 2017 5:30pm