

**Hampton Falls Library Trustees
Meeting Minutes Oct. 15, 2007 Final**

Present: Linda Coe, Chair, Susan Burke, Treasurer, Linda Vander Els Vice Chair, Beverly Mutrie, Secretary, Susan Smylie, Hugh Schrier, Alternate, and Ted Tocci, Selectman's Rep. For this meeting, H. *Schrier* is a voting member. Beth Forgione, Payscale consultant, is a guest.

The meeting was called to order at 7:05 pm.

The secretary's minutes from September 17 were approved as amended. The amendment was made to change the donation funds to \$3.00 less than stated due to an addition error. T. Tocci made a motion to accept the minutes. S. Smylie seconded. All voted in favor.

Donations for October: \$481.33 was received. S. Smylie made a motion to accept. S. Burke seconded. All voted in favor of acceptance.

Treasurer's Report: S. Burke was asked about the credit card situation. She responded that the credit card company was not conducive to expanding the grace period. Therefore, B. Mutrie made a motion for S. Burke to initiate another Master Card and then cancel the other two cards, Sam's and Bank US. L. Vander Els seconded. All voted in favor. The Baker and Taylor situation seems to be resolved. J. Haskell will check with Ingraham to see if they can match prices with Baker and Taylor.

Still no heating oil invoice. The maintenance charges will be kept separate from the oil purchases. There seems to be quite a bit of money left for materials. J. Haskell will make sure it's spent down. Linda Coe made a motion to accept the treasurer's report, S. Smylie seconded. All voted in favor.

Director's Report: The boiler was inspected; it is good for 2 years.

J. Haskell presented the resume of Tina Kinsman as a replacement for Kate Dusinger, library assistant. J. Haskell recommends T. Kinsman's hire for 20 hours at \$10.50 per hour. B. Mutrie questioned the necessity of hiring someone for the full 20 hours until the budget and theayscale committee report were taken into account. This issue will be discussed later. J. Baldi did an assessment of the existing computers. He recommends a dedicated server for the specialized library software. We have two slow computers. He recommends buying 512mg of memory for the circulation and Youth Services computers. He can build a computer to spec with dual processors, Pentium, XP Pro for \$650 to 700. He also recommends a separate router for the patron computers to increase firewall protection. H. Schrier recommended that we use the guest/admin login system to protect against unwanted changes of software by patrons.

J. Haskell reported that Story Time for Toddlers was well attended with 15-25 tots and there was a small waiting list for after-school story time. The two preschool storytimes, were not as large an enrollment as in the past.

J. Haskell informed the board that the Historical Society agreed to the storing of surplus books for sale. An agreement will be worked out and signed. She would have liability/responsibility.

Payscale Committee report: The board reviewed the report which determined the recommended salary ranges for our employees. The findings were: Library Director: \$13.75-21.75, Youth Services Librarian, \$11-\$19, Librarian's Assistant, \$10-\$15, and Library Aide, \$9-14.

We discussed the possibility of providing rewards for job performance if there was leftover payroll money. We want to find out if it is legal to do so with taxpayer money. L. Coe will ask T. Knowles at the AG's office. We also wondered if general donation monies can go to payroll if the donation was unspecified? L. Coe will ask. The impact of benefits was not computed into the findings of theayscale committee since most towns that had a full-time library director had similar benefit packages. From the data, the committee couldn't determine the cost to the employer of the benefits offered or even if the employee accepted benefits. Therefore, the benefit issue is moot. S. Burke made a motion to accept theayscale committee's report, S. Smylie seconded. All voted in favor with one abstention. The committee also suggested that the figures be updated annually. B. Forgione would be able to provide the computer program to assist. The board thanked B. Forgione for her exemplary efforts and presented her with a plant and thank you card.

Landscaping/Lilacs: From last meeting, the board determined that the best place for the lilacs was on town owned property between the parking lot and the fire station. Since time was short, the soil poor, the high cost (\$80) to dig the holes, and since no one wanted to water the transplants, the board decided to forgo accepting the lilacs from the town hall.

Technology Plan: The Tech Atlas Program was purchased by Web Junction. This software will be tried out to encapsulate the technology policy to generate computer specifics. J. Haskell will investigate this software further.

Meeting Room Improvements: S. Smylie reported that the meeting room base 5' cabinet would cost \$76 for a total of approx. \$500 based on Home Depot prices. She is aiming for the same color, style and countertop as existing cabinetry. She will get an estimate from the original manufacturer (Chip Dodge) of the existing cabinets. The board would be amenable to spending \$1000-1200 for cabinetry. Most of the money would come from the building fund, the rest from donations. If the job can't be completed or funded from surplus monies this year, then we have to budget for it next year.

New Employee prospect: Questions asked about T. Kinsman's skills. She does not have any library skills, but has great people skills, good office skills, and not afraid of computers. J. Haskell will be doing the website and blogs that Kate was doing. It is hoped that T. Kinsman could learn these skills eventually. S. Smylie made a motion to hire T. Kinsman as Library Assistant. Seconded by L. Coe. All voted in favor. T. Tocci asked about a probation period. This was determined by the town's legal advisor as not enforceable as we are an at will employer.

Meeting Date: The board discussed the date for the next meeting as the budget has to be done by November 5th. Suggested dates were October 22nd or October 25th at 7 pm. The board will email L. Coe to confirm availability.

At 8:38 pm, J. Haskell was dismissed. A motion was made by L. Coe, seconded by T. Tocci to go into non-public session for personnel reasons according to RSA 91-A:3 (c) was made and a roll call vote was taken with all voting in favor of entering into a non-public session.

The board came out of non-public session at 9:44 pm upon a motion by L. Vander Els, seconded by H. Schrier. A roll call vote was taken with all in agreement.

An immediate motion to seal the minutes of the non-public session was made by S. Smylie, seconded by H. Schrier. All voted in favor.

A motion to adjourn the meeting was made by H. Schrier, seconded by T. Tocci at 9:45 pm. All agreed in the affirmative.

Respectfully submitted,

Beverly Mutrie, recording secretary.