

D. A. HURD LIBRARY
BOARD OF TRUSTEES
November 18, 2009

Present were Alice Purington, Mary Muthig, David Dutch, Amber Fournier, Marty Roberts, Stacy Bradburn, Nancy Cotty, Ginny Reusch and Beth Sweet.

The meeting started at 6:35 p.m. with a moment of silence for Irene Allen who was a former librarian and patron of the library who passed away on November 11, 2009. Beth had a plant sent to the church where the service was being held on behalf of the library staff and the board. Irene's obituary stated that donations in her memory could be made to the D. A. Hurd Library.

The Secretary's report was read and accepted.

The Treasurer's report:

(1) Smith Barney sent us a proposal for our investments to be put into a more secure "trak". Before we do so though, Margaret will find out what the CD rate is from Todd Doolan. Stacy would like to make a decision on this before our December meeting. We will get the information and vote by email.

(2) Joel Patterson's proposal to do our taxes (990 form) is \$1,500. He filed an extension for us already as the form was due by November 15th. We know this needs to be done soon and the money will have to come from our Smith Barney investments. Stacy suggests for next year to see if the library could be covered under the town's auditor so we won't have this expense. A **motion** was made by Dave to hire Joel Patterson to do our 990 tax form for the estimated amount of \$1,500. Stacy seconded it and the motion was voted with 7 in favor and 1 abstention.

(3) Ginny asked for reminders to be sent to people who pledged for the addition.

Director's report

(1) An agreement was drawn up between the three Berwicks regarding the development of a reciprocal arrangement for the residents of these towns to be able to procure library cards in all three public libraries.

(2) Kim Parker will be having knee surgery and will be out six weeks – December to late January. This will make the library short handed. A proposal was made by Beth to close the Saturdays after Christmas and New Years. Beth can then reassign those hours to cover the staff shortage on other days. This will necessitate an increase in salary though for 15-20 additional hours for other staff to cover. The closed Saturdays will be days off without pay. A **motion** was made to close the Saturdays after Christmas and New Years and to allow other staff an additional 15-20 hours to cover shortage while another employee is out for surgery. All were in favor. It was brought up that we should have substitute personnel that can fill in for such instances as sickness, etc. That person would be paid minimum wage. Mary suggested we check with the Berwick and South Berwick libraries to see if they have such a plan or people we could use.

(3) The Friends held their annual meeting this month. The current officers did not want to be the officers any longer, so the Friends group is on hold. They will turn over the funds they have, but they will designate how to spend the money. They do have a CD that is pledged for the new addition. They are not dissolved. They need people to step up and help run the Friends.

(5) Maintenance – broken window grills were replaced.

Old Business: Margaret passed out a budget worksheet. David asked that Stacy chair the budget process. The health insurance increase is proposed to be 8%. Dave will call Dwayne Morin to find out what the COLA increase is and what the oil price will be. Then he will get this info to Margaret and Stacy to work on the figures in these areas. We will try to get the Town to fund a new heating system once we get a quote.

New Business:

- (1) Dave assigned homework for the new members – Tell us what you can contribute to the Board.
- (2) The staff and board members should have a meeting to get to know each other. It was suggested that an informal social time be planned.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,
Amber Fournier
Secretary