

D.A. HURD LIBRARY  
BOARD OF TRUSTEES  
December 16, 2009

Present were Beth Sweet, Margaret Allaire, David Dutch, Stacy Bradburn, Nancy Cotty, Amber Fournier, Mary Muthig, Deb Jalbert and Marty Roberts. The meeting started at 6:15 p.m.

Stacy started us off by reporting on his and Beth's meeting with Dick Reed, the architect for the proposed addition. He will prepare the new plans as specified and will try to keep them within our suggested cost range. He will try to have these ready for our January 20, 2010 meeting. Dick Reed mentioned that we need a construction manager for this project. We will invite Gregg Paquette and Ken Reed to our next meeting to review the plans.

The Secretary's reports of both November 18<sup>th</sup> and 30<sup>th</sup> were read and approved. It was mentioned (1) that the website still has not been updated and (2) the compelling reason for our building campaign was being worked on by Betsy Johnson.

On December 15, 2009 Jeff and Amber Fournier and David Dutch went to the Selectmen's meeting to present an estimate for a new heating system in case the current one gives out and for the new addition. Dwayne Morin and the Selectmen had some questions about propane versus an oil system and the size. We came from the meeting thinking we need to discuss the heating/AC system like the one in the town hall building as an alternative to what we have looked at for the library. David called Dick Reed and he is going to contact Dwayne directly to discuss the new system.

The Treasurer's report was looked over. The budget looks good.

Director's report. The Friends of the Library no longer have an active slate of officers. Control of the records and finances have been turned over to Margaret Allaire, as Board Treasurer. We discussed future book sales. It was also mentioned that a CD is coming due on 02/24/10, and we need to decide what to do with it. We need to get new signatures on the cards, and Margaret and David will do that. We will put them under the library name but keep them separate in case the group reactivates.

To date, the library has received \$1,565 in memorial donations honoring Irene Allen. \$100 has been designated for children's books. If Irene's family has no specific request, the remaining gifts will be set aside for the Building Expansion and Renovation Fund.

A new faucet was installed in the upstairs bathroom to allow the staff easier access to water for filling the coffee pot and rinsing dishes.

Beth meets with the South Berwick and Berwick librarians once a month.

The Fundraising Committee (Deb Jalbert and David Dutch) will meet after the first of the year. They will invite Betsy Johnson to this meeting.

We worked on the budget. Margaret passed out a worksheet that had the only places of increase as health insurance (8%) and the addition of an accountant fee of \$1,500 to do the yearly nonprofit tax forms. She stated that Dwayne wanted a flat budget. We talked about salary increases. It was decided to raise the staff salaries 2% across the board. We cut the book budget \$1,500 and miscellaneous \$500 to cover these three additions to the budget. Margaret will rework the figures and a **motion** was made to accept the 2010-2011 budget with these changes. Margaret will forward us all a copy of the revised budget proposal before she submits it to the Town.

We will hold a "Meet the Staff" gathering at 5:00 p.m. on January 20, 2010 before our next regularly scheduled Board meeting. The Board will provide a small meal.

We would like Ken Reed and Gregg Paquette to attend our next meeting and to have the architect's plans and Betsy Johnson's compelling reason statement for this meeting.

If necessary, the snow date will be Thursday, January 21, 2009.

Merry Christmas and a Happy New Year to all!

Respectfully submitted,  
Amber Fournier, Secretary