

Rice Public Library
Board of Directors' Meeting: Archive Copy
April 18, 2017

Present: Dudley Bierau, Rachel Dennis, George Dow, Dave Harris, Lee Perkins and Bill Tredwell

Excused: Dianne Fallon

Absent: Doug Greene

Guests: Simone Roy (library assistant), Scott White (Ameriprise), James Eagen via cell phone (ADP)

Meeting called to order by President Rachel Dennis at 6:34 p.m.

Scott White from Ameriprise was present to talk about the 401k plan. He conference called James Eagen from ADP. Dudley asked about what the role of ADP is in the 401k.

Ameriprise has a national contract with ADP. ADP prepares the testing each year and keeps the plans compliant. ADP makes sure that all of the data is correct with the payroll department.

James explained that ADP assembles a suite of products that the employees can choose from. Then Scott, based on the employees' direction, advises which investments they should make. A third party, Utopia Advisor, hired by ADP, uses a score card to recommend investments.

Scott meets with each employee at least once a year to help optimize their portfolios. Employees have access to ADP to ask any questions about their accounts. The staff can also use the online portal to manage their accounts.

Simone Roy was present to share how happy she is having Scott as a financial advisor compared to how the 401ks were administered before through Paychecks.

Ray Bald, accountant for Rice Public Library, recommended the library go through ADP and Ameriprise for payroll and the 401k.

Scott White left at 7:15 p.m.

Rachel apologized for not resending the February minutes and has not typed the March minutes yet.

Director's Report:

Lauren Pray has resigned and will no longer be recording the board meeting minutes.

The Friends' of Rice Public Library are having their annual meeting on May 16th at 5:00 pm. Lee and Rachel will be attending.

Lee's evaluation is complete. The board would like to express that Lee's performance is exemplary in every way. Her job duties will be increasing going forward and they do not want Lee to get burnt out. The boards' great desire is that Lee does not become overwhelmed and will do whatever they can to help. The evaluation will be signed after the meeting. They will discuss her salary during an executive session.

Lee mentioned that the only adjustment to the evaluation form should be the addition of a self-evaluation section.

The town manager is putting forward a possible 3% increase to the library budget that still needs to be approved by the town council and the voters. The library did not receive the 3.5% increase they asked for from the town. Minerva delivery has doubled and health insurance is going up 11.5%.

New Business:

Lee will decide when to celebrate National Library Workers Day.

Because Lauren Pray will no longer be recording the minutes, Lee suggested that the meetings be digitally recorded. A staff member will type the minutes later and Rachel will do the final edit. The board thanked Lauren and wished her the best.

New Library:

Lee has communicated with Kendra about the zoning meeting. Lee handed out the different options to the board members to discuss. Kendra said that on pg. 2 (a. disadvantage: zoning) is too specific.

Lee sent her questions to Mike Lassel, Doug Greene, and Tom Emerson about what current zoning laws would allow for expansion at the present Rice Library site.

"Either a 1,500 SF addition or a 4,500 SF addition to the roughly 6,000 SF Rice building which is about 60% efficient at best."

"The notion of contract zoning has been floated in town before to a generally negative response."

Bill stated that a 21st century library should have more computers available for use.

With Option 2 there are more advantages than disadvantages.

Rachel will call Doug regarding the April 22 Listening Session. The other board members will float between the tables.

A reporter from the Portsmouth Herald wants to have an interview with Lee.

The next board meeting will be May 16th at 7-9 pm.

The board, with Lee's suggestion, decided to postpone her salary discussion until after the town passes its budget.

Motion: Dave makes the motion to adjourn the meeting at 8:22 pm. George seconds the motion and it passes unanimously.

Board minutes recorded by:
Lauren Pray
