

Members Present: Rhonda Gurney, Lois Gallup, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, Alternates Terri Jillson White, Ryan Goold, Director John Walden

Members Absent: None

Attendees: Charlotte Brown, Anne Nilsen, Mary Epreman, John Mapley, Jean Wilson, John Wilson, Peter Urbach, Katie Richardson, Heather Weir, Catherine Bushueff, Dick Katz

From: Barbara Chalmers

On the above date, those noted above met at Town Hall, the following was discussed:

1.0 Secretary's Report:

15 Dec minutes: Motion by Barbara to accept minutes, 2nd Lisa, unanimous vote.

Rhonda noted as co-chair, she will chair this meeting due to Xan Gallup's December resignation. Rhonda reported that she contacted the NH Government Law Center, a resource for all NH elected officials and board members, which clarified that an alternate cannot sit for a board vacancy. Vacancies can only be filled by appointment by the Selectmen.

2.0 Friends Report:

Dick Katz reported that the Friends donated \$8,300 to the library in 2009 mainly in support of computers and information technology. All thanked the Friends for their support.

3.0 Public Comments:

Rhonda asked for any public comments to the Board before meeting business begins.

John Mapley requested a report on the amount of funds being held from donors (of the prior fundraising campaign) and funds held from other sources. Tracy reported on total amounts being held in various CDs or savings accounts but did not have this breakdown readily available. Rhonda noted information is in the campaign software program and will report back.

Action by Rhonda

4.0 Meetings Discussion

Rhonda commented that towards our goal of strengthening the Board, she has researched and advised Board members of a number of on-line resources, including the Wisconsin library video series for library trustees. The Board was asked to view the video titled, *Land of Confusion*, to read the NH Trustee Association's handout, *Twelve Golden Rules For Board Members*, and discuss them. Tracy noted she had watched several of the videos; Barbara thought the *Land of Confusion* was well done. Rhonda noted important points include being prepared for meetings and that the board speaks as one voice, with chair as spokesman.

Rhonda noted some actions the Board could take include:

- Regularly viewing a video in this series as a group and discussing it.
- Updating the Trustee Handbook with all newly adopted policies for all board members after the March election.

Twelve Golden Rules: Barbara asked how Lois and Terri, as trustee and alternate could vote for the petition warrant article and abide by #7, "A trustee does not voice his opposition or criticism, either publicly or privately, after a policy or rule is adopted by majority vote of the Board" ? Lois and Terri responded that they saw no conflict with signing the petition warrant article.

5.0 Election and Election

Rhonda reported that per NH RSA 202-A and 669:65, the Selectmen appoint a replacement for board vacancies and have 2 months to do so. Terri and Ryan have expressed interest in being appointed to the seat. Barbara moved to recommend both

trustee alternates for Selectmen consideration to fill our vacant board position for the February meeting. 2nd by Lisa, vote unanimous.

Those interested in appointment need to file papers with the Selectmen's office.

Rhonda will get this appointment on the Selectmen's agenda. **Action by Rhonda**

Rhonda noted that the trustee by-laws require empty board officer positions to be filled at the next meeting and that after the March Town elections, all board officers will be selected again. Lisa moved Rhonda for Chair, 2nd by Faith, vote unanimous. Rhonda moved Faith for Co-chair, 2nd by Lisa, vote unanimous.

6.0 Treasurer's Report: (see Dec Account Summaries)

a. Budget & Accounts Summary:

- Tracy noted trust fund interest check was deposited.
- Tracy thanked Friends again for financial support to purchase financial laptop and software. With Ryan's IT help, Tracy and John are networked into the same financial data. She noted reports will look different starting next month.
- Tracy will check on interest rates closer to 5 March 2010 CD due date.
- Accounts Report: Donations of \$1350 received (acceptance vote and public hearing required for donations over \$5000). In response to Barbara's questions, John reported machine, program and general supply amounts up due to end of year purchases, including 2 book carts; Tracy explained funds to make up the \$14,000 difference between the Line 500 Budgeted Expenses is from the Other Income item, which were funds moved from Trust and Fines.

Motion by Barbara to accept Treasurer's report, 2nd Lisa, unanimous vote

7.0 Director's Report (see Director's Report)

- a. Library Use Statistics: John noted 2009 had been a good year despite the lower level being closed for 2 months. He noted July was the busiest month ever at the library.
- b. Contributions: Methodist Church contributions for ASK program use of the church have been \$675 for 2009 and \$425 anticipated through 2nd week of Feb 2010. John delivered the Trustee's personal contributions to the church at Christmas time.
- c. Museum Pass Use: John reported 2009 total use was 64, with Fells, Currier Art Gallery and Indian Museum being most popular. There was little use after October. In future he will include pass use with monthly patronage statistics. **Action by John**
- d. Volunteer Flyer: Front desk poster pending. Jan: No update **Action by John**
- e. CLif Grant Program: John reported grant application filed. Awards are made to 10 libraries every six months. John does not know when we will hear on award.
- f. Reopening of Basement: John reported tentative date of Feb 13. Lisa asked if Trustees can help with the celebration. Dick noted that the Friends will provide \$100 towards refreshments.
- g. SMHS – Library Film Series: Lisa commented on how fabulous the first 2 films have been and that attendance has been disappointing. She thinks more needs to be done to get the word out to the community and volunteered to help John with this.

Action by Lisa and John

Lisa asked if eye-catching film graphics (film's case cover) could be added to the library's home page. Next film is Feb 5th.

Peter Urbach asked about library website usage. John will get "hit" data and share will all. **Action by John**

- h. Town Report: John will complete the library report for the town tomorrow.
- i. Maintenance Items: (See Expense Summary)

- John reported that our 2010 operational funds should not have to be shifted to cover maintenance items.
 - Panic Button: Is now installed.
 - Parking lot Repaving: John reported Tony can add our lot to his spring paving contract and will cost about \$3000, if we decide to repave the parking lot.
 - Patron Computer Power investigation: Pending since Aug. **Action by Barbara**
 - Life Safety Systems: John reported that all batteries were dead for emergency lighting and have been replaced, so the system is now working. The fire alarm system will be tested once the basement work is completed.
 - Electrical: Exterior lighting mal-functioning photocell was replaced.
 - Basement Work Status: Painting being completed; stair finish later this week; flooring installation scheduled for beginning of February; return of non-fiction books later this week with volunteer help.
 - Maintenance Warrant Article: Discussion tabled till after March town vote.
 - Building & Grounds Maintenance Schedule: Dec: Items due for 2010 work could be presented to Selectmen if funding for this article passes. This is a living document, for revision annually. Jan: No update.
 - Front Entry Repairs: John reported that George Chait recommended exterior repairs at porch be on hold till spring and warmer weather. Wall has been made weather-tight. Further pest control work will also occur in spring.
 - Sub-drainage sump pump emergency battery has been ordered.
- j. Building Documentation: Barbara returned to John all existing building drawings and specifications that they were able to locate when building drains were being investigated in November. Barbara created a utility site plan documenting drainage information discovered during November's work. Documents are now in a protective wrap with a summary of contents attached. These are irreplaceable documents. Original blue prints for the building have not turned up – if they do, store with care.
- k. Pending:
- Community Survey: On hold as of Jan '09.
 - Library Telescope Project: On hold till spring '10. Lisa and Dick encouraged John to consider moving forward with this. Winter skies are great for star gazing.
 - Toddler Group: On hold as of Oct '09
- 8.0 Building Committee (see Committee Report)
- a. Warrant Article: Rhonda noted Selectmen voted to have an advisory article to gauge town support for the library at Old Town Hall as requested by Trustees and Old Town Hall Committee (Article 23). Barbara and Ron Garceau will speak to this at the deliberative session.
- Lisa asked John if information about the concept and the warrant article could get prominently displayed on the library website. He will do so. **Action by John**
- 9.0 Strategic Planning Committee
- a. John reported he will meet with staff in February about items for a 3 year goals / action plan, then set up a joint committee of staff and board members. **Action by John**
- 10.0 Campaign Exploratory Committee – no committee action to report
- 11.0 Policy Review
- a. Status: Barbara noted that with today's board action, 19 of 26 possible new policies will have been acted on by the Board, 1 remains under review and 6 are yet to be drafted. Congratulations everyone! This is a task begun as a result of the June 2008 NH Trustee Conference.

- b. Personnel Policy: Tabled.
- c. Circulation & Building Maintenance Policies: Approved policies have been website posted.
- d. Privacy and Records Policy: Discussion on draft: Barbara noted draft is a compilation of policies of many libraries found on internet. Items with options are yellow highlighted. John noted he has reviewed the draft and has no issues.

2.1: John reported 2.1a is consistent with current practice, 2.1b is not. 2.1a will be retained.

2.7 John reported this is consistent with current practice; interlibrary loan slips are kept for 2 month, then destroyed. 2.7 will be retained.

4.3: Discussion of what documents, besides meeting minutes, should be considered permanent records; include state reports, use statistics, committee reports. Ryan suggested archiving with a separate hard drive or other electronic storage means for space conservation. John noted he is now using an on-line file back-up service. John will review and finalize recommendation for permanent record types for next meeting.

Action by John

4.7: Barbara will check NH RSA's to see if a particular form of non-public session minutes is required and report back next month.

Action by Barbara

Motion by Barbara to accept draft Privacy and Records Policy as amended tonight, with items 4.3 and 4.7 to be completed by Board at next meeting; 2nd by Lisa, vote: unanimous.

- e. Trustee Management Seminar Recommendations:

1. Obtain NH Dept of Labor Statutes: John will look into this. **Action by John**

2. Update Handbook: John and Barbara will work on this. **Action by John & Barbara**

3. Informally meet with regional trustees: Barbara will find out about any existing groups. **Action by Barbara**

4 & 5 & 6 & 9. Pending

7. Non-public session minute taking: Action part of 11.0d above.

8. Adopt a hiring policy: John and Barbara will work on draft for review at Feb meeting. **Action by John and Barbara**

10. Add items to job descriptions: Motion by Barbara to add the 3 following items to all library job descriptions, 2nd by Tracy, vote unanimous.

- Abide by the Library's mission statement and policies; work to further the goals of the library.
- Applicants and current employees who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.
- NH Municipal Association's "Physical Requirements of the Job" description:

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with

hands and arms, bend, and lift and/or move 25 pounds or less. Possible exposure to photocopier fumes, inks and adhesives while performing work.

9.0 Other:

a. Donor Update: Terri submitted a written report.

b. Lisa Bozogian's recusal for John Walden's review non-public session:

Town Council Review: (recommended action by the NH Trustee Association, so that it is clear for future situations, and voted by Board): Pending.

Rhonda noted she had contacted the Government Law Center and spoke with Kim Halquest who told her the Board cannot force recusal without a court order. A person takes recusal action on their own. Being a past employee does not constitute a reason to recuse.

Lisa asked if there was some way to allow her to see minutes from the non-public session since she is interested in the matters discussed. Rhonda will ask Town Council.

Action by Rhonda

Meeting adjourned at 8:10 pm.

Next Regular meeting: 16 Feb 2010, 6:30 PM, Town Hall.