

Members Present: Rhonda Gurney, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, Alternate Terri Jillson White, Director John Walden
Members Absent: Lois Gallup, Alternate Ryan Goold
Attendees: Anne Nilsen, Mary Epremian, Sue Gottling, Robin & John Mapley, Jean & John Wilson, Betsy & Dick Katz, Charlotte Brown
From: Barbara Chalmers

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

Terri White filled in for Lois Gallup.

1.0 Secretary's Report:

26 Jan minutes: Motion by Tracy to accept minutes, 2nd Lisa, unanimous vote.

2.0 Friends Report: none.

3.0 Public Comments: Rhonda requested public comments be held to Building Committee meeting following this abbreviated Trustee meeting. Time allowed for public comments at the end of the meeting.

Rhonda reported that she, Tracy and John Walden will meet with John Mapley on March 2nd at the library to review prior donor accounts and will print out summaries at that time. Report to follow at March meeting. **Action by Rhonda, Tracy & John W**

4.0 Chair's Report:

Rhonda provided a summary of 2009 Trustee, volunteer and staff accomplishments and noted that over 1800 hours of volunteer time was given to the library. She thanked everyone who helped during the basement mold crisis.

Rhonda reported the Selectmen decided to table the appointment to the empty Trustee position since elections are the beginning of March.

5.0 Treasurer's Report: (see Jan Account Summaries)

a. Budget & Accounts Summary:

- Tracy noted Library 2009 surplus of \$4,329.38 is reflected in Town Funding line item. Health insurance line item is high due to 2 months posting. Workers Comp line item is high due to a mistaken posting by town which will be corrected. Software line item reflects 2 annual bills paid in January. 2009 Riverway lease payment of \$1012 was paid in January, booked to campaign.
- Tracy will check on interest rates closer to 5 March 2010 CD due date. John Mapley noted that in the past, better rates were obtained at out-of-state banks. Tracy responded that when those CDs came due, there was no interest difference with local banks and the Board felt more comfortable with local banks. Steve Fair, treasurer at the time, recommended keeping the funds in state.
- Accounts Report: No new donations or returns during January.
- Tracy reported that the trust fund status will be updated in March when all 3 Trustees of the Trust Fund are back in Town.

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

6.0 Director's Report (see Director's Report)

- Library Use Statistics: John noted January use statistics down due to closure of basement. Internet use is up significantly, even with one of the computers being down.
- Museum Pass Use: In future he will include pass use with monthly patronage statistics. Feb: No update **Action by John**
- Volunteer Flyer: Front desk poster pending. Feb: No update **Action by John**
- CLif Grant Program: Feb: Award pending.

- e. Reopening of Basement: John reported a successful grand re-opening celebration last Saturday with 26 children and 30 adults visiting. ASK is back from the church hall.
 - f. SMHS – Library Film Series: John will be running Shopper ads to increase attendance.
 - g. Web-site Hits: John reported from May to December, 3,215 visitors, 8,644 visits and 40,616 web pages accessed. Search engines used to access site are mainly yahoo & google. Hits increase following notices to the patron list-serve.
 - h. Maintenance Items:
 - John reported that the basement has been dry. Dehumidifier has not been in use. John is looking into purchase of a new larger unit that will be more energy efficient.
 - Pending items: Parking lot Repaving (spring, about \$3000); Front entry repair completion (spring); Pest control (spring). Discussion on Maintenance warrant Article tabled till after March town vote.
 - Patron Computer Power investigation: Pending all patron computers returning to operation. Barbara and John to coordinate day/time. **Action by Barbara**
 - Life Safety Systems: Fire alarm system test pending. **Action by John**
 - 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. Feb: No update.
 - John reported sub-drainage sump pump emergency battery has been installed.
 - i. Building Documentation: Storage location for building documents to be recorded. (17 Feb follow-up: Building documents are stored in fire-proof vault in town office.)
 - j. Pending:
 - Community Survey: On hold as of Jan '09.
 - Library Telescope Project: On hold till spring '10.
 - Toddler Group: On hold as of Oct '09.
- 7.0 Building Committee
- a. Roundtable discussion tonight regarding Library – Old Town Hall concept.
- 9.0 Strategic Planning Committee
- a. No report. Jan: John will meet with staff in February about items for a 3 year goals / action plan, then set up joint committee of staff & board members. **Action by John**
- 10.0 Campaign Exploratory Committee – No report.
- 11.0 Policy Review
- a. Personnel Policy: pending.
 - b. Privacy and Records Policy:

Pending: 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 reported NH RSA's do not indicate how non-public session minutes are to be taken, just that they shall be taken. The Abbott Library By-laws say non-public minutes shall be taken in the same manner that public meeting minutes are taken. Further discussion to be held at March meeting.

Action by Board to complete discussion and action on Privacy and Records Policy items 4.3 and 4.7 to be taken up at March meeting. **Action by Board**
 - e. Trustee Management Seminar Recommendations:

1. Obtain NH Dept of Labor Statutes: John noted there are many and asked if a particular section was recommended. Barbara will contact seminar leader about this.

Action by Barbara

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. (Follow-up report: Regional meeting is being organized by Newbury library for this spring. Barbara will advise when a date has been set.)

4 & 5 & 6 & 9. Pending

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

8. Adopt a hiring policy: (Follow-up report: Barbara completed research and draft, John is reviewing it, possible Board review in March.) **Action by John**

9.0 Other:

a. Donor Update: No report.

Action by Terri

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

Rhonda reported on NH Government Law Center lawyer's responses to questions regarding absent members access to non-public minutes (see report). Board will need to go into non-public session at a future date so that absent members can view these minutes.

Meeting adjourned at 7:42 pm.

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