

Members Present: Rhonda Gurney, Faith Reney, Tracy Nangeroni, Terri Jillson White, Peter Urbach, John Wilson, Barbara Chalmers
Members Absent: None
Attendees: Anne Nilsen, Mary Epreman, Sue Gottling, Norman Baier, Stacy Tyo-Bartlett, Barbara Hollander, John Mapley, Jean Wilson, Dick & Betsy Katz, Charlotte Brown, Sharon Montambeault, Linda Urbach, Catherine Bushueff, Spec Bowers, Katie Richardson, Sherri Bonfiglio, Heather Weir, Lillian Deane, Nancy Chamberlain, Donna Gazelle, Brenda Shapiro, Jerry Karr
From: Barbara Chalmers

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

1.0 Secretary's Report:

16 Feb minutes: Motion by Terri to accept minutes, 2nd Faith, unanimous vote.

2.0 Friends: Dick Katz reported plant sale will be May 15 and annual meeting will be May 19 with Steve Taylor of the NH Humanities Council to present about the NH landscape.

3.0 Public Comments: Charlotte Brown thanked Barbara Chalmers for the building committee efforts this past year.

4.0 Chair's Report:

- Rhonda confirmed that all new trustees had been sworn in.
- Rhonda opened the discussion for new Board officers:

Chair: Rhonda moved Terri for Chair, Terri accepted the nomination, 2nd by John, vote unanimous.

Assistant Chair: John moved Faith, Faith accepted the nomination, 2nd by Rhonda, vote unanimous.

Treasurer: Rhonda moved Tracy, Tracy accepted the nomination, 2nd by Terri, vote unanimous.

Secretary: Tracy moved Barbara, Barbara accepted the nomination, 2nd by Faith, vote unanimous.

- Alternate Applications: Rhonda reported Mary Epreman has filed a volunteer form for the position. Peter moved Mary for alternate, 2nd by Terri, vote unanimous. Terri to provide the town office with a copy of the minutes documenting the Board's vote.

Action by Terri

Rhonda reported Peter Salvetti is interested in serving as a alternate, but is out of state and could not be here tonight. He will contact Terri regarding his alternate application.

Action by Peter Salvetti

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

a. Budget & Accounts Summary:

- Tracy reported Lake Sunapee Bank CD due March 3 was rolled over for 6 months at 1.15%. To keep total funds below the insured maximum, \$30,000 was pulled out and John W will put those funds into a 6 month CD at similar rate, at Sugar River Savings Bank. New fund total at LSB is \$216,163.05. **Action**

by John W

John Wilson noted that laddering the CD at the next due date should be considered to create multiple CDs at varying terms to increase reinvestment flexibility. Tracy agreed to look into this when CD due date approaches.

Rhonda inquired about continuing the policy of the last 2 years of staying with local banks. Tracy responded that she can research rates in a wider area for further Board discussion in the future.

- Town posting error in Workers Comp line will be corrected in next month's report.
- Trust funds status has been updated and the 2009 town contribution of \$25,000 to the capital reserve was received and deposited.
- Tracy noted the new accounting software can track the value of in-kind donations and that they should be reported to John for entry into the data base.
- John W and Tracy met with John Mapley and Tracy will have a donor's fund report by the end of March. She will also report to the Board. **Action by Tracy**
- Peter requested that financial reports separate the operations and capital accounts so that the operating accounts are clearer. Tracy will do this. **Action by Tracy**

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

- a. Library Use Statistics: see Director's Report.
- b. Museum Pass Use: Pending: Pass use to be listed with monthly statistics. **Action by John W**
- c. Volunteer Flyer: Front desk poster pending. Mar: No update **Action by John W**
- d. CLif Grant Program: John reported that we were not awarded a grant, but were encouraged to apply again (25% of applicants were successful). Next grant round in August. **Action by John W**
- e. Maintenance Items:
 - Pending items: Parking lot repaving (spring, about \$3000); Front entry repair completion (spring about \$1500); Pest control (spring about \$150). John noted all town allotted emergency funds have been expended and further expenditures will come from the operating budget.
 - Patron Computer Power investigation: Pending: Barbara and John to coordinate day/time. **Action by Barbara**
 - Life Safety Systems: John reported fire alarm system test completed and he will implement annual emergency lighting and fire alarm systems tests..
 - Town Building Maintenance Capital Reserve warrant article: Pending: Discussion of Building & Grounds Maintenance Schedule 2010 work items.
- f. Childrens Librarian: John provide an update on Joyce, who broke her leg in January. She is now doing some paperwork from home and her return date should be known around the end of the month. John is filling in 2 afternoons/week for ASK.
- g. Toddler Group: John reported he has been in touch with the mother who had offered to start up this group last fall and the first meeting will be tomorrow. The program will run for 6 weeks and then be evaluated.
- h. Pending:
 - Community Survey: On hold as of Jan '09.
 - Library Telescope Project: On hold till spring '10.

7.0 Building Committee

- a. Barbara asked the Board to consider future status of the Building Committee. Peter moved that the Building Committee be dissolved and its work taken over by the full Board, 2nd by John, vote unanimous.

8.0 Goals- Action Planning Committee

- a. John reported that he has met with the staff and 3 year goals ideas have been generated. A joint staff & board committee will be established and meet within the next month. Terri and John Wilson volunteered for this committee. **Action by Committee**

9.0 Campaign Exploratory Committee

- a. Rhonda made a motion to dissolve the Campaign Exploratory Committee, 2nd by Tracy, vote unanimous.

10.0 Policy Review

- a. Trustee Handbook: John W reported that Trustee handbooks were provided to John and Peter. John W will provide copies of handbook updates to all other Trustees.

Action by John W

- b. Personnel Policy: pending.
- c. Privacy and Records Policy: Revised draft was provided to all Board members for discussion and action at next month's meeting. Revisions include: 4.3: John will finalize listing of permanent record types. 4.7: Non-public minutes in accordance with By-laws.

Action by Board

- d. Hiring Policy: John's review draft pending.

Action by John W

- e. Trustee Management Seminar Recommendations:

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

Action by Barbara

2. Informal regional trustees meeting: Info on date pending.

Action by Barbara

11.0 Other:

- a. Donor Update: No new report by Terri. **Action by Terri**
- b. Harbor Site Sign: Rhonda volunteered to remove it. **Action by Rhonda**
- c. NH Trustee Association Golden Rules: Rhonda sent a copy to all Trustees with the meeting agenda. Peter noted he sent a memo on his views to the Board, which will become part of the public record. He does not support Rule 7 and 10.

Barbara noted she has researched other state trustee association policies and recommendations and noted many include a version of Rule 7. The New York Library Trustee Association web site states:

"An important corollary to this collective authority (of the Board) is the need for the board to speak with one voice once a decision has been made. Debate, discussion, and even disagreement over an issue are an important part of policy development and the decision making process. However, every trustee has an ethical obligation to publicly support an adopted board decision. The First Amendment protects the rights of a trustee who disagrees so strongly with a board decision that he or she must speak out publicly against it. However, in such instances the individual must make it clear to all concerned that they do not represent the library and, indeed, may wish to seriously consider resigning from the board."

- d. Right To Know Law: Peter reported that Trustee received an email from Jerry Karr inquiring about Trustee compliance with this law regarding to email correspondence. Jerry Karr noted that emails or records of conversations among a majority of the Board must be publicly available. Rhonda responded that in addition to information about this law provided to all Trustees last year by the Town Manager, the Board had set a policy that John W is copied Board emails and burns them to a CD so they are available for public inspection. John noted that these emails are in his computer and he hasn't burned a CD in a while, but will do so. **Action by John W**

- e. Peter stated that the library website needs to do a better job of informing the public about the vote, noting Article 25 was not mentioned there or in some media and that the website should post the results of the vote. He stated the website should post the list and conclusions of library sites previously considered. John W responded that this

site information is already there, but could be made more easy to find. Peter indicated that the Trustee statement of March 2009 should be removed from the website.

Meeting adjourned at 7:07 pm.

Next Regular meeting: 20 Apr 2010, 6:30 PM, Town Hall.