

Members Present: Terri Jillson White, Rhonda Gurney, Peter Urbach, John Wilson, Barbara Chalmers, alternate Mary Epreman
Members Excused: Faith Reney, Tracy Nangeroni
Attendees: Anne Nilsen, Barbara Hollander, John Mapley, Stacy Tyo-Bartlett, Jean Molloy, Jean Wilson, Dick & Betsy Katz, Spec Bowers, Katie Richardson, Donna Gazelle, Jerry Karr
From: Barbara Chalmers

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

Terri welcomed all to her first meeting as chair. She noted meeting agendas will be posted on the Friday before Board meetings and that she will forward by e-mail agendas and minutes to anyone requesting them. Terri noted she has been a trustee alternate for the past 2 years. She has been hearing that people are ready for all to work together. Disagreements are part of any process, but must be conducted in a respectful manner. She pointed to the December 2009 Selectmen's meeting, where all were working toward the common goal of the resolution of the mold problem and reopening of the library basement.

1.0 Secretary's Report:

16 March 2010 amended minutes: Terri moved to accept the amended minutes with a further change regarding item 11d Right To Know Law, so that it more clearly reflects the discussion. She read her proposed changes, " Peter reported that Trustees received an e-mail from Jerry Karr inquiring about Trustee compliance with the law regarding e-mail correspondence. Jerry Karr asked if the Board was complying with the Right-to-Know Law RSA, in total, which includes any e-mails between a majority of the Board, any conversations between a majority of the board -- even if e-mails or conversations are sequential. He asked if the records were up to date and available to the public at the library. 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 Walden is copied on all e-mails which have been sent to a majority of the Board and burns them to a CD so they are available for public inspection. Rhonda confirmed that John has been copied on all e-mails sent to a majority of the Board." Motion to accept minutes with proposed changes by Peter, 2nd Mary, unanimous vote.

2.0 Friends: Dick Katz reported that the May 19th plant sale needs volunteers - please contact Ellie Goddard. The May 19th annual meeting with Steve Taylor of the NH Humanities Council will be at the Methodist Church, 7 PM. Friends By-laws require the trustee chair or designee and the library director as ex-officio members. Terri will attend for the Board.

3.0 Treasurer's Report: (see Mar Account Summaries and Treasurer's Report)

a. Budget & Accounts Summary: Terri noted Tracy is away on vacation, but asked for any questions that Tracy can address upon her return.

- Peter's questions:

Item #46400-83 What is IMO? John Walden responded "In Memory of".

Item #43441 Gifts in Kind Services: This should not be counted as income.

Although separate Operating Accounts and Capital Campaign Balance Sheets were submitted, a balance sheet still has these funds mixed, why?

Item 46400-100 Is Town's funding really ahead by about \$6,000?

Mixed Balance Sheet: Total is really nearly \$400,000? He thought it was less.

Barbara: #261-120 Why are part-time wages over budget since Joyce was out or working less than normal hours since early January? **Action by Tracy**

b. Donor's fund report for John Mapley and the Board is pending. Terri noted Tracy will get to this in the next few weeks. **Action by Tracy**

4.0 Chair's Report:

- a. Alternates: Terri reported Anne Nilsen, long time library volunteer and Jean Molloy, long time Friends supporter have volunteered to fill the open alternate seats.

John Wilson made motion to recommend Anne Nilsen to the Selectmen, 2nd Peter, vote unanimous.

Rhonda made motion to recommend Jean Molloy to the Selectmen, 2nd Mary, vote unanimous.

Terri will advise the Selectmen and deliver a copy of the meeting minutes for their action.

Action by Terri and Selectmen

- b. E-mail Archiving: Terri asked the Town Manager how emails are archived there and was told a separate e-mail account exists for e-mails to be copied into and from there are saved. Terri suggested we do the same instead of copying John Walden, to make a more efficient process. It will be the Trustee's responsibility to copy e-mails to this address. There was general agreement this was a good idea and that John Walden would remain responsible for saving e-mails to this new address on a regular basis. Jerry Karr noted that compliance with the RSA should be added to policy wording. This policy will be made part of the Privacy and Records Policy.

Terri moved to adopt an e-mail procedure to capture all e-mails sent to a majority of board members by establishing a new e-mail account which will be used by all trustees. This e-mail account is to be included when any trustee sends e-mails to a majority of the Board or sequentially to a majority of the Board. This e-mail account will be monitored monthly by the Director and e-mails will be saved to a disk to allow for review by the public in compliance with the RSA. This motion replaces the previously adopted Board motion of 16 April 2007. 2nd by Barbara, vote unanimous.

John will set up e-mail address and advise all.

Action by John Walden

- c. Taping of Minutes: Terri noted that many tapes of Board meetings are being stored. John reported from at least 2007. Once minutes are adopted, tapes are not required by law to be archived, therefore the Board may want to adopt a policy on tapes retention. Mary suggested they be kept for at least a year.

Additionally, Terri recommended that the Board consider using a more up-to-date taping system. We can use the Town Office's digital recording system, however, if we break it, we fix or replace this \$1000 system. Jerry Karr noted that a reasonably good digital recording system can be purchased for around \$200. Barbara asked about the form of electronic storage that the Town system uses and access for compiling minutes. John will find out.

Action by John Walden

Decision on tape retention and recording tabled till next meeting. **Action by Board**

- d. Book Sale: Terri reported she will be unable to chair this effort but that Faith and Barbara volunteered to co-chair. The book sale will be July 10th (day of Friends Pancake Breakfast). This year we will consider a second day of sales on Sunday if there are adequate volunteers so that more books can be sold, rather than disposed of. Rhonda confirmed Saturday use of the gym, will check on the 11th. **Action by Rhonda**

- e. Director's Performance Review: Terri reported the process of the past 2 years has included: John's completion of a self-evaluation form, Trustee non-public meeting to discuss and complete the Town Supervisors Evaluation form and a second non-public meeting to discuss both with John. This process will be used in the May / June 2010 review. Town Supervisors Evaluation form will be sent to all Trustees for their information.

Action by Barbara

- f. Trust Fund Administration Seminar: Terri noted there is a seminar for library trustees by the Attorney General's office June 3rd in Concord. Please let her know if you wish to attend.

Action by Board

5.0 Director's Report (see Director's Report)

- a. Library Use Statistics: (See Director's Report) Peter asked John Walden to comment on why digital audio book use is up and its future impact on the library. John responded that school student use is up - users now total 105. John doesn't see this increasing demand affecting other library use. It is an inexpensive service through the state library to offer our patrons. Peter commented anecdotally that a patron who uses using downloadable books commented they don't need to come into the library much anymore. Multiply that by 100 users and there could be impact. John noted we will come up with something new to keep patrons coming in.
- b. Maintenance Items:
 - Pending items:
 - Parking lot repaving (spring, about \$3000); John reported that this is not a priority for 2010 and he wants to include funds in next year's budget for this. Barbara urged him to have any new potholes patched. **Action by John Walden**
 - Front entry repair completion (spring about \$1500): John reported he is waiting for George Chait to schedule this.
 - Pest control (spring about \$150): John expects the exterior spray treatment in May.
 - Patron Computer Power Investigation: Barbara's husband measured power usage at the circuit serving patron computers, with all equipment operating. Only half the breaker capacity was being used.
 - Basement Dehumidifier: John presented a proposal from MJ Hayward Co, for a dehumidification system similar to what was just installed in the town office basement, for \$2,215.00.
 - Peter asked where funds would come from. John recommends using operating funds now, with some from the fines account later.
 - Barbara asked if the unit was going in the oil tank room. John responded that it was planned to go in the furnace room. Barbara noted this room is required to have a one hour fire rating since there is no sprinkler system in the building. Any new wall penetrations must be equipped with fire dampers. She noted there are some existing non-compliant openings, however any new work must comply with the building code. Other questions: Was the unit sized based on basement volume or what would fit in the room? Type of relative humidity operating controls? Will the drain be run to the new foundation drain sump pit? Source for humidifier power? She noted that the new HEPA furnace filter blower and sump pump have been added in this area and circuit there may be at its limit. John will report back for next month. **Action by John Walden**
 - Rhonda inquired about flower barrels at the library entrance. John Walden reported that the Friends will be planting them.
 - Town Building Maintenance Capital Reserve: Pending. Board discussion of B&G Maintenance Schedule 2010 work items and possible funding requests to the Selectmen. **Action by Board**
- c. Strategic Planning Action Goals: John provided minutes of the first meeting.
 - Barbara commented that last fall, Mario had strongly recommended that goals be specific, measureable and given a deadline date for implementation. Barbara asked if second item #2 under Community Supported Environment was the program discussed last fall to be held at the Middle/High School? John responded that school IT system constraints made holding this program at the library more feasible if some laptops are acquired. Is #3 Tell My Story, the website feature that allows users to post comments about books that John declined to use when the website was converted to blog format

last May? John responded that this is different. Barbara asked for clarification on #1 under Discovery of Ideas. John explained that the goal for library patron programs was being changed from holding 1/month to no set frequency. Barbara noted that the last Goals Statement heading should be "Innovation" not "Inspiration". This goal statement is all about being innovative in serving our patrons. John agreed this was in error. Action Goals will be finalized after one more meeting of the committee, hopefully before the next Trustee meeting, then presented to Trustees. **Action by the Committee**

d. Policy Review

- Trustee Handbook: Pending: Policy update copies to other Trustees.

Action by John Walden

- Personnel Policy: pending.
- Privacy and Records Policy: John is fine with current draft and inclusions of e-mail archiving. Barbara will revise and send out a new draft to include the new e-mail archiving policy, under 4.3 a place-holder for tapes retention and addition to permanent record retention of treasurer's reports, budget and financial records. 4.8: Peter asked if library has a safe deposit box and John Walden responded yes. 4.5: Terri asked if all campaign records are in the library and Rhonda responded yes. Policy adoption vote tabled to next month. **Action by Barbara**
- Hiring Policy: John reported that he had contacted Lebanon, Newport and New London libraries and none had their own hiring policy but follow their town's. It is John's recommendation that we don't need a separate policy, but continue to use the Town's policy. Barbara reported that she has talked with our Town Manager and Sunapee has no hiring policy. She added that having a hiring policy would have assisted all in the process last fall of hiring the newest library employee. This draft policy was recommended at last October's NH Library Trustee Association (NHLTA) management seminar.

John noted that while the NHLTA does good things, he and other librarians think they can cause friction where it doesn't need to be.

Peter noted that the NHLTA feels strongly that libraries should insist upon the statutory authority they have. A number of libraries, including Sunapee have different relationships with their towns than the way the NHLTA sees it. Peter noted the library is close to the Town because they do library payroll and we are under their personnel rules and pay scale. This arrangement doesn't make the NHLTA very happy and they encourage a certain amount of tension between the town and library trustees. We have a good relationship with the town, friction doesn't exist and creating too many policies may threaten this. Peter prefers a close relationship with the town and doesn't feel a policy is needed when we hire one person or less per year and can work with the town on common sense guidelines without a policy like this.

Rhonda referred to the NHLTA Trustee Handbook, noting that it says, Accepting the town's personnel policies and benefits does not make library employees town employees per the 1994 court ruling. She noted that there is an RSA that states it is the Trustee's responsibility for staff. We are ultimately responsible for the process. Peter noted we are responsible regardless of whether there is a policy in place or not.

John Wilson doesn't see a reason to adopt a hiring policy when hiring occurs so infrequently. Barbara noted that whenever in the future the next library hire occurs, there should be guidelines for the process and there are none now.

Rhonda noted adoption of a hiring policy is a recommendation of the NHLTA. John Wilson noted we are serving the town's people, not the NHLTA. Barbara reiterated this is about the NH RSA's designation of the Trustee's hiring authority.

Terri said she's reviewed the RSA and John is to recommend to the Trustees and then hire. Barbara disagreed and read the RSA to all. Rhonda encouraged board members to call the NH Government Center (1-800-852-3358) and speak with a lawyer there, as she has done. By law, (RSA 202-A:11 and 16) it is the Trustee's responsibility to hire all employees and the Director's responsibility to make hiring recommendations to the Board.

Barbara noted that last October's NHLTA management seminar is being given again at the May conference, so other Board members can attend.

Mary asked about the content of the draft hiring policy. Barbara responded that it was compiled from on-line research of other public library's hiring policies across the country and the NHLTA seminar recommendations.

Terri agrees with Peter that we have a good relationship with the town and that they hire many more people that we do, and if they don't have a hiring policy, why should we? She would not want the library to become so different from the town, that in the future the town could tell the library to handle its own payroll and benefits. Terri noted that last fall's hiring process could have gone smoother, but that the town allows hiring of family members as long as they are not directly supervised by a family member. We were in compliance with what the town does regarding family members.

John Walden asked what sort of process the school uses in hiring. Barbara noted that the schools operate under a completely different NH RSA and their hiring practices are not relevant. John reported that in his experience, the Director hires, conducts interviews, and has it ratified by the Board at their next meeting. He wonders what sort of hiring process Tony at the Highway Department follows?

Terri noted that as we are structured, John is considered a town department head by the Town Manager. Rhonda responded that under the law he is not and again suggested Trustees call the Government Law Center about this. She just wants us to follow the law.

Peter recommended that we get the Town Manager's comments on the draft policy and whether it would cause any problems prior to any Board action. There was general agreement on this approach. Terri to contact the Town Manager.

Action by Terri

- Trustee Management Seminar Recommendations (from Oct '09):
Obtain NH Dept of Labor Statutes: Available at May conference management seminar.
Informal Regional Trustees Meeting: Notes from April meeting were distributed to all Trustees by Barbara.

f. Pending:

- Community Survey: On hold as of Jan '09.
- Library Telescope Project: On hold till spring '10.
- Volunteer Front Desk Poster: Pending as of Sep '09.
- Museum Pass Use reporting w/ monthly statistics: Pending s of Sep '09.
- Clif Grant Re-application: Next grant round in August.
- Toddler Group evaluation: Due May '10.

6.0 Harbor Riverway Lease: Peter reported that per 5.1.1 of the lease, it can be terminated upon town meeting vote not to move forward with constructing the library on the premises. Peter made a motion, whereas, the Town voted on March 9, 2010 not to proceed with the building of a library on the Harbor Hotel site and, whereas, the Town has a Contract with the Riverway Corporation to purchase the Harbor Hotel site for the new library using funds

provided by library donors and, whereas, the Contract has a termination provision that permits termination upon such a Town vote, now therefore, the Library Board recommends to the Town Selectboard that the contract be terminated with appropriate notice to Riverway as required by the Contract. 2nd by John Wilson, vote unanimous. Terri to notify the Selectmen.

Action by Terri

- 7.0 NH Trustee Association Golden Rules: Pending: NHLTA board comments regarding Peter's memo on his views of the NHLTA Golden Rules. Emma Smith was unable to attend the April NHLTA Board meeting, so the matter has not yet been brought to this Board for discussion.

Action by Emma Smith

- 8.0 Public Comments:

Spec Bowers reported that he has set up an Abbott Library page on Facebook, called "Abbott Library" to help facilitate on on-line discussion of library matters within the community. He invites all trustees to become administrators of the page. He has posted 4 questions in the hopes of starting a dialogue. If anyone has questions, Spec can be reached at sbowers@georgesmillscottages.com. Terri noted that the strategic goals discussion talked about setting up a facebook page, so thank you. Some concern that counterproductive comments would be posted, however Facebook does not allow anonymous posting. Administrators can delete inappropriate content. Peter wondered about awareness of this and they know the library website. Facebook page can be linked to the library's website. Spec will meet with John Walden to review the page.

Action by Spec Bowers and John Walden

- 9.0 Other:

- a. Donor Update: (See Treasurer's report)
- b. Mary noted that regarding the healing process, she has talked with many people she wouldn't ordinarily talk with and that there is some resentment that the new library was not being referred to as the Abbott Library.
- c. NHTLA Conference: Rhonda noted the NHTLA Annual Trustee Conference is May 3rd in Portsmouth. Terri will forward conference flyer to new board members and alternates.

Action by Terri

Motion and vote to adjourn at 8:10 pm.

Next Regular meeting: 18 May 2010, 6:30 PM, Town Hall.