

Chair's Report  
April 16, 2010  
RE: April 20, 2010 Board of Trustees' Meeting

### ACCOUSTICS IN TOWN HALL MEETING ROOM

I've received comments from people in the audience that they have had difficulty hearing trustees speak during our meetings. If everyone could remember to speak up and speak clearly that would be helpful.

### ALTERNATE APPLICATIONS

The Abbott Library Board of Trustees' bylaws and New Hampshire statute allow for three alternate trustees to be recommended by the Trustees and approved by the Selectmen. It is important that we seek to fill all three slots with qualified candidates. If we have all three slots filled, it lessens the work of any one, alternate and our alternate slots are excellent training should someone wish to seek an elected seat in the future. Mary Epremian was appointed as an alternate, by Selectmen, on March 22.

Anne Nilsen and Jean Molloy have each submitted applications for alternate positions. A copy of each application is submitted with this report. Both candidates have a strong history of supporting our library.

### MEETING PREPARATION AND PLANNING {Review Of What Was Previously E-Mailed}

\*The week before our Board Meeting, I will send out an e-mail to all of you asking for items which you wish to have placed on the agenda. Any items you might have will need to be to me by Thursday evening as I will be working on the agenda first thing on Friday morning.

\*My goal is to put together the entire agenda and e-mail out to all of you on Friday morning along with a copy of my Chair's Report. Along with this, a copy of the agenda, in its entirety, will be posted on the library website and a copy of the full agenda will be posted at the Town Hall and at the Sunapee Post Office in accordance with our posting procedures.

\*If you are reporting something to the board, I would ask that you prepare a written report and have that sent out to all board members/alternates/John no later than Friday. This gives all of us the weekend and Monday to review/read information and formulate any questions. I know sometimes reports have come in close to an hour before the meeting and that doesn't give any of us time to read them. I know some times people have attended meetings and not had all of the necessary reports.

\*In addition, I'm compiling a list of individuals who would like to receive an electronic copy of the agenda. I'll have a list for people to fill in with their information at the next board meeting.

\*A reminder that each Board Member/Alternate has a mail slot at the library and you should check that periodically.

### ABSENCES

If a trustee knows they will be absent from a future meeting, I would appreciate knowing that in advance of the meeting so that we can be sure we have an alternate in attendance. This also complies with our bylaws regarding excused absences. I am also keeping a log of when alternates are called upon to substitute so that we can use all alternates in a fair and equitable manner.

### ARCHIVING OF E-MAILS

Last months' discussion regarding archiving of e-mails prompted me to do a little more research regarding this process. John Walden shared with me that at the April 16, 2007 Trustees' Board meeting there was a unanimous vote that John Walden "might regularly capture all the group e-mails and monthly transfer them to a CD for the library files which would be accessible to the public."

My concern with this process is that it only captures those e-mails where John is included, and places the burden on our Director to sit and read all e-mails to see if they have gone to a majority of the board or if they have sequentially gone to a majority of the board. I have noted on my "group" e-mails: "Copy/Archive File" so that John does not need to sit and read through each e-mail but I have noted that others don't do that.

My thoughts are that this burden should be on all of us as trustees given that we are the ones held accountable under the Right to Know Law. From a management perspective, I also don't think it is a good use of the Director's time to sit and read e-mails.

I inquired of the Town on how they handle this situation and they actually have a separate e-mail account set up which they ask people to use. This triggers with the assistant at the Town offices that that is an e-mail which needs archiving.

I asked John Walden if it is possible for us to set up a separate e-mail account which Trustees could use when sending to a majority of the board or any e-mail which gets sent sequentially to a majority of board members. John has let me know that it would be very easy to set up a separate e-mail account for this purpose.

I have this as an agenda item for discussion/action I would recommend we consider adopting a new policy/procedure to set up a separate e-mail account for the purposes of archiving e-mails. If adopted, this will place the burden on all of us as trustees to be sure to include this address for the purposes of e-mail archiving. It will also take a purely clerical function from John.

#### TAPING OF MINUTES

Along with the archiving of e-mail policy, John and I also had a discussion regarding the many tapes of past meetings which require storing at the library. John did some checking with the Town Offices and they do not save tapes of past meetings. Once minutes are approved, tapes are erased. There is no Right-To-Know Policy statute requiring that tapes of past meetings be kept.

The Town also has a taping system used at Selectmen's meetings which is used by Selectmen, Planning and Zoning. John inquired and we could use this system and we were told we could; however, we would be responsible should anything happen to the equipment.

I would like to open this up for discussion so that we can have a policy on what system we should use and how long we wish to save/store taped meetings.

#### HARBOR-RIVERWAY AGREEMENT

Attached with my report is a copy of the Harbor-Riverway agreement which exists between the Town and the Riverway. Peter Urbach will be reporting on this item at our meeting.

Based on the Town Meeting Vote, we will need to take action on discontinuance of this agreement.

### BOOK SALE

The Trustees' Book Sale is scheduled to be held on Saturday, July 10 which coincides with the Friends' Pancake Breakfast and other events in Sunapee.

I've noted in the past two years in which I have been involved with the library that this event is usually overseen by the Chair of the Board of Trustees. Unfortunately, this also coincides with my busiest time of year at work and there are many days of the week when I am not even in Sunapee for the majority of the day. Therefore, I am seeking someone to chair/co-chair this event. I have spoken with Rhonda, Faith and John Wilson and all are willing to help out right up until the event but we will need someone to actually Chair and oversee this event from now until the day of the event. Faith expressed an interest but actually leaves for vacation the day of the book sale. We will need to discuss this and perhaps even look to appoint 2 co-chairs so that all of the work does not fall upon one person. This will be an item for discussion on 4/20.

### DONOR FOLLOW UP

I followed up with the Donor who requested taking back of funds last summer. The donor wishes to remain anonymous which is why no name is mentioned. I sent an e-mail outlining the Town Meeting votes and requested the donor be in touch with any questions. To date, I have not heard anything from the donor.

### SCHOOL CONNECTION

Some of you may have read in this week's Intertown Record/Reporting of the Sunapee School Board that reading scores were down in some grades at Sunapee Elementary.

The staff/administration is currently assessing the situation and will be coming up with a formal strategy to remedy the situation.

John Walden and I chatted about this in our monthly meeting and agreed that I would touch base with the school where I know the Elementary School Principal [Alan Pullman] and the Superintendent [Dr. Brendan Minnihan].

I sent an e-mail to both offering help from the Abbott Library if we may be of any assistance as they work through this challenge. I received e-mails back from both of them. They were very encouraged and appreciative for the offer of support and they stated they would definitely be in touch if we could be of assistance.

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THANK YOU

Thank you to John, and my fellow trustees for answering my many questions since our March meeting. Your prompt feedback and responses have allowed me to get organized to be your Chair for the upcoming year. I appreciate the spirit of cooperation and look forward to a rewarding year working with all of you!

ADDITIONAL ITEMS

\*Copy of Thank you note from Joyce Martin for flowers sent by Trustees in February

FUTURE MEETINGS

5/18	6:30 p.m.	Town Hall Meeting Room
6/15	6:30 p.m.	Town Hall Meeting Room