

Members Present: Terri Jillson White, Faith Reney, Rhonda Gurney, Tracy Nangeroni, Peter Urbach, John Wilson, Barbara Chalmers, alternates Mary Epreman, Anne Nilsen, Jean Molloy  
Members Excused: None  
Attendees: Barbara Hollander, John Mapley, Stacy Tyo-Bartlett, Dick Katz, Sue Gottling, Charlotte Brown, Ellie White, Steve White, Bill Roach  
From: Barbara Chalmers

---

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

Terri welcomed 2 new alternates, Anne Nilsen and Jean Molloy. Now all 3 alternate positions are filled. Use of alternates will rotate as needed. Terri noted meeting agendas are available by email, on library website and publicly posted.

1.0 Secretary's Report:

20 April 2010 minutes: Rhonda moved to accept minutes with correction to 3.0 a, "Capital Campaign Balance Sheet", not "Mixed Balance Sheet", and 8.0, 5<sup>th</sup> sentence (Terri provided written correction), 2<sup>nd</sup> John Wilson, vote unanimous.

2.0 Friends: Dick Katz thanked Sunapee Gardeners for assistance with the plant sale and reported several hundred dollars earned. Wednesday evening is the annual meeting with program by Steve Taylor of the NH Humanities Council, at the Methodist Church, 7 PM. Friends voted to fund ASK program, museum passes & 4 laptops for a total of \$6500.

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

a. Budget & Accounts Summary:

- Responses to March questions:

Item #43441 Gifts in Kind Services: Generally Accepted Accounting Principles have these items reflected as both income and expense.

A combined balance sheet for Operating Accounts and Capital Campaign Balance is provided to show the overall picture of the total assets of the entity.

Item 46400-100: On occasion, the Town pays next month with the current month.

Capital Campaign Balance Sheet: Total is \$408,016.51 a/o 30 April 2010.

#261-120: Part-time wages are over budget because of paid vacation and additional hours by another employee during Joyce's recuperation period.

- No questions on the April account summaries.

b. Donor's fund report: Tracy provided the following reports: Campaign fund activity summary from 30 Sep 2007 to 21 Dec 2008, balance sheet as of 31 Dec 2008, P&L by Class report for 2009, P&L Detail sheet for 2009 and balance sheet as of 31 Dec 2009. John Mapley asked for  . Tracy responded that there is still more work to do to capture all expenses and it has taken a lot of time so far. She will try to have this completed for next month.

**Action by Tracy**

Rhonda reported that the 2007 campaign records (including return of donations), which were the basis of data entry into the campaign accounting software were incomplete regarding the Friends donations and their \$100,000 refund. The Friends previous treasurer was able to provide check documentation for \$90,000 of contributions. Records regarding the \$10,000 discrepancy are pending and the new Friends treasurer is looking into it, but hasn't found a record of it yet. John Mapley reported that the Friends donated \$90,000, but that \$100,000 was returned to them. The error was rectified by a \$10,000 check from the Friends to the Campaign in 2007 and would show up in bank statements for the Campaign and the Friends. Tracy will look through the Campaign bank statements again. John Wilson noted he set up the Quicken books for

the Friends and would be glad to assist the Friends Treasurer. Dick will relay the offer.

**Action by Tracy & Friends Treasurer**

4.0 Chair's Report: (see Chair's report)

- a. Hiring Policy: Terri summarized her discussion with Donna Nashawaty regarding the proposed library hiring policy. A copy of Donna's email memo on this was sent to the Trustees with the Chair's Report. Donna noted the Town has no formal hiring policy, except that Equal Opportunity and reliance on information provided by the applicant are covered in the Employee Handbook, and that the Selectmen have adopted a general policy on advertising open positions. In Donna's opinion, this provides flexibility for the differing needs of the town departments. Donna thinks a hiring policy outlining procedures for library hiring is a good idea if it helps and not hinders the process. She recommended the process for Trustees to hire a Director should be separate from that for other employees. If hiring family members is to be prohibited, then family members need to be defined. The appropriate person to assist the Director with interviews should be selected based on each job position. The procedure should conclude with the process for the Director to communicate his recommendation to the Board.

Peter noted we must be in accord with the state law in how we hire. Trustees appoint all employees and for staff, do so in consultation with the Director. The Director recommends appointment of library staff.

Peter doesn't see the need for a hiring policy. Terri and John Wilson concurred. Terri draws a distinction between appointing and hiring.

Rhonda noted the NHLTA recommends that all libraries have a hiring policy.

John Wilson doesn't see a reason to adopt a hiring policy when hiring occurs so infrequently. Barbara noted that at least 3 people have been hired in the past few years (all 5 current employees were hired in the last 5 years except Sharon).

Faith thinks a hiring policy would be a good idea.

Peter noted that the consultation portion of the process is missing from the draft. Barbara offered to provide a new draft with this included and amend the hiring of family members to situations where employees would be supervised by a family member. This would then align with town procedures followed according to Donna. Family members can be defined as parents, spouses, siblings and children.

Barbara noted that regardless of whether a hiring policy is adopted, the Board must revise the Bylaws and Director's job description. Both currently allow the Director to hire and begin employment of part-time staff before the Board has officially acted. This was done for the latest employee. Peter agreed the Bylaws need to be corrected to be in compliance with the law.

Barbara will provide a revised draft of both documents for action by the Board next month.

**Action by Barbara**

Barbara will provide a revised draft of the hiring policy for action by the Board next month. Peter asked for any further comments on the policy by John Walden prior to next month's meeting.

**Action by Barbara & John Walden**

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

- a. E-mail Archiving: Address has been set up: boardarchive@abbottlibrary.org
- b. Taping of Minutes: Town taping system provides an MP3 file which Barb at the town office would forward to Barbara for use in compiling minutes. This audio recording could be posted to the library website as well.

Motion by Peter to use the Town's digital recording system, 2<sup>nd</sup> by Rhonda, vote unanimous.

Motion by Terri to maintain recordings for 1 year, 2<sup>nd</sup> by Tracy, vote unanimous.

c. Maintenance Items:

• Pending items:

Parking lot repaving: May update: Pavement has been patched.

Front entry repair completion (spring about \$1500): John reported he is waiting for George Chait to schedule this. May: Pending.

Pest control (spring about \$150): Treatment expected in May. May: No report.

- Patron Computer Power Investigation: May Update: Barbara reported that John Walden advised there is now a window air conditioner powered from the circuit used by the patron computers. The AC power use will cause the breaker to reach capacity under full load. In addition, air conditioners create fluctuating electrical signals due to compressor cycling which is bad for computers. It is recommended to separate AC and computer circuits. John Walden reported he has contacted Bailey electric about running a new circuit for the air conditioner and will report back on cost.  
**Action by John Walden**

- Basement Dehumidifier: John reported on questions raised at last month's meeting: MJ Hayward Co, proposal includes fire dampers and firestopping for furnace room wall penetrations, unit was sized for basement air volume, controls will be remote, to sense RH level in occupant area, not in furnace room, drain will discharge to new sump pit, Bailey electric will need to provide a new electrical outlet for the unit (add \$100), and a technician from Hayward will review installation location to ensure adequate maintenance access to all furnace room equipment. John Walden would use operating funds for now and ultimately pay for this from the trust and fines account later in the year. Rhonda suggested using the funds budgeted for maintenance. Peter commented this was a capital improvement, not maintenance.

Rhonda made a motion to expend \$2,315.00 for the dehumidifier, 2<sup>nd</sup> by Tracy, vote unanimous.

- Landscaping: John reported that bark mulch - foundation planting maintenance will occur this spring and that the 3 burning bushes pruned back last fall don't look very good and should be replaced. Sharon has suggested creating a seating area there for wireless internet users. John will present a plan and cost to the Board next month.  
**Action by John Walden**
- Town Building Maintenance Capital Reserve: Pending. Board discussion of B&G Maintenance Schedule 2010 work items and possible funding requests to the Selectmen. Scheduled for June.  
**Action by Board**

d. Strategic Planning Action Goals: April: 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.

May Update: Report to be presented in June. **Action by the Committee**

e. Policy Review

- Trustee Handbook: May update: John requested that Faith, Tracy, Barbara, Terri and Rhonda turn in their Trustee Handbooks so that updated materials can be inserted. **Action by Faith, Tracy, Barbara, Terri, Rhonda**

- Personnel Policy: pending.

- Privacy and Records Policy: With meeting recording retention period determined at 1 year, the final draft of this policy will be issued to all by Barbara for adoption vote in June. **Action by Barbara**

- Trustee Management Seminar Recommendations (from Oct '09):

Obtain NH Dept of Labor Statutes: May update: No Sunapee board members or alternates attended the annual NHLTA Conference, so no labor statute booklet was picked up.

- f. Community Survey: John suggests use of the Google on-line service which would be easy to set-up and free for surveying the community if the Board is still interested in doing one.

- g. Library Telescope Project: John Walden has gotten in touch with Michael Saffarewich about holding this program and is awaiting a reply. Dick and Betsy Katz have offered use of their telescope. John to report back. **Action by John Walden**

- h. Volunteer Poster: No need for any posters now with no open alternate or committee positions.

- i. Toddler Group Evaluation: There was low participation, and the group leader will be away for 2 years so the group will be discontinued.

- j. Museum Pass Use will be documented in monthly statistics starting in May report.

- k. Library Facebook Page: John Walden met with Spec Bowers. An official "Abbott Library" page was set up and is linked to the Abbott Library website. John will be activating the discussion thread capability of our website so that discussion can occur there.

f. Pending:

- Clif Grant Re-application: Next grant round in August.
- Setting up an archive feature on web-site for older documents.

- 6.0 Harbor Riverway Lease: Terri attended May 3<sup>rd</sup> meeting of Selectmen. Vote on Riverway lease was split. The matter will be taken up again at the May 17<sup>th</sup> Selectmen meeting.

- 7.0 NH Trustee Association Golden Rules: Peter reported on his conversation with Emma Smith, NHLTA Board member, who said the NHLTA Board voted to retract the Golden Rules pending revisions by the Board's Education Committee. Action expected next fall.

- 8.0 Library Website: Peter's 26 April memo to board members urged use of the library's website for public input since it would be available to non-Facebook users and may increase traffic on the library website. He proposed that John Walden reinstall the public comment capability of our website for postings the library wants input on. Board members agreed this capability would be good. John Walden indicated this would be simple to reactivate. When asked why it had been disabled last spring, he said he hadn't see any reason to get comments then. Motion by Peter to implement comments feature on library website, 2<sup>nd</sup> by Terri, vote unanimous. **Action by John Walden**

- 9.0 Book Sale: Barbara reported 2 storage units in Wendell have been donated for library book sale storage, a load of Borland boxes has been picked up and 2 loads of books are in storage now. Barbara to contact gotbooks.com regarding taking unsold books. Storage locker might serve for short term storage after sale of unsold books. Rhonda to confirm gym use for Sunday. Barbara will advise when volunteers are needed to sort books.

**Action by Barbara & Rhonda**

- 10.0 NHTLA Annual Conference: None of the Trustees or Alternates attended this year.

- 11.0 Public Comments: Charlotte Brown reported she had a call from a constituent that the library board was conducting business by email in violation of the Right to Know Law. Terri responded that this was not done. The Board has had a policy about this since 2008 and recently updated it to create a web address that all email communications to a majority of the Board would be copied to and then made available to the public.

Rhonda questioned the recent confidential memo from Peter that was distributed to Trustees in their mailbox. Peter said his understanding of the law is that any Board member can communicate with the Board without the document being made public. It is only if the Board discusses it, and begins to transact business that it becomes a public meeting. Stacy Tyo-Bartlett remarked that this interpretation doesn't sound right to her.

Steve White advised the Board that whenever there is any communication by email, in writing, or hand delivered to a majority of the Board, this constitutes a public meeting under the law and is subject to the Right to Know law.

Terri explained the memo in question regards the matter to be discussed by the Board at the non-public session to be held later this evening. Peter had sent her the memo and she copied and sealed in envelopes, one for each Board member. Steve White said this can't be done. It was distributed prior to the non-public meeting, so it is in the public domain. It can only be made non-public within the non-public meeting.

Peter acknowledged that Steve was right. The memo was issued so the Board wouldn't have to sit and read it during the non-public meeting, but it should not have been issued prior to going into non-public session.

Steve White noted that what can be discussed in non-public session is specifically defined by the law and must be strictly held to. Terri agreed and noted that the Chair is not the policeman for this, but each Board member has a responsibility to abide by this. Terri's intent is to utilize non-public meetings as infrequently as possible. But we must have the opportunity to discuss something that could be injurious to the library if discussed in public.

Steve White advised that this memo was distributed outside of a non-public meeting and is therefore a public document. Terri noted that the town manager told her that during the non-public meeting, the Board could vote to seal other documents with the minutes of the non-public meeting. Steve agreed this could be done, but it didn't change the fact the document was distributed to the Board outside of a non-public meeting. He noted that the Board must specify when the document can be unsealed and become public. Employee reviews are usually never unsealed.

Barbara asked Terri if the document is now a public document. Terri responded yes it is, but it can be made non-public by action of the Board during the non-public session.

Rhonda doesn't feel there is anything in the document that warrants sealing. She is just concerned about following the law and not crossing a line. Terri responded that she spent many hours discussing non-public procedures with Donna Nashawaty.

Stacy Tyo-Bartlett asked for a copy of the memo.

**Action by Terri**

Terri requested all Board members give her their copies of the memo. Board members complied. Terri noted that maybe its already out in the public. Peter commented that surely

none of the Trustees would have passed this sensitive information on to the public. Rhonda responded no, but that she did call the Government Law Center and spoke with a lawyer there, who told her the memo sent to her cannot be confidential, since it was not released in a non-public meeting and is public information.

Ellie White asked that if the Board is going to meet in non-public session about real estate, can the Board buy property without town approval? Terri responded this isn't the reason for the non-public meeting. Steve noted there could be things that would affect how the library and town is impacted if made public related to real estate. Steve urged the Board to speak with Council for advise on these matters, as Rhonda did.

- 12.0 Peter made a motion to go into non-public session in accordance with RSA 91-A:3II(d) to discuss real estate, 2<sup>nd</sup> by John Wilson, vote: Peter yes, Rhonda yes, Terri yes, Tracy yes, John Wilson yes, Faith yes, Barbara no. All attendees left except the Board, alternates and John Walden for the non-public meeting.

Motion by Terri to come out of non-public session and to seal the minutes and documents for up to 3 months, 2<sup>nd</sup> by Tracy, vote: Peter yes, Rhonda yes, Terri yes, Tracy yes, John Wilson yes, Faith yes, Barbara yes.

Motion to go into non-public session in accordance with RSA 91-A:3II(c) for personnel performance review by Terri, 2<sup>nd</sup> by Tracy, vote: Peter yes, Rhonda yes, Terri yes, Tracy yes, John Wilson yes, Faith yes, Barbara yes. John Walden left, Trustees and alternates remained for the non-public meeting.

Motion to go back into public session by Terri, 2<sup>nd</sup> by Rhonda, vote: Peter yes, Rhonda yes, Terri yes, Tracy yes, John Wilson yes, Faith yes, Barbara yes.

Meeting adjourned after 9:30 pm.

Next Regular meeting: 15 June 2010, 6:30 PM, Town Hall.