

Members Present: Terri Jillson White, Faith Reney, Rhonda Gurney, Peter Urbach, John Wilson, Barbara Chalmers, alternates Mary Epreman, Anne Nilsen, Jean Molloy  
Members Excused: Tracy Nangeroni  
Attendees: Katie Richardson, Barbara Hollander, John Mapley, Charlotte Brown, Jean Wilson, Steve White  
From: Barbara Chalmers

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

Terri noted Tracy is unable to attend tonight's meeting, so Anne Nilsen will fill in for her.

1.0 Secretary's Report:

19 May 2010 minutes: Barbara asked for assistance on completing item 3.b. Incomplete sentence shall read: John Mapley asked for information on net donations and does it agree with total value of donor list? Anne noted under item 3a, the *overall total balance sheet* totals \$408,016.51. Rhonda moved to accept minutes with corrections, 2<sup>nd</sup> by Peter. Vote unanimous for the motion.

2.0 Friends: Dick Katz was unable to attend. Terri noted Dick wishes to remind all of the Pancake Breakfast on July 10<sup>th</sup>.

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

a. Budget & Accounts Summary: Terri asked if anyone had questions for Tracy.

- Peter: How does the \$291,611.36 total balance reported for the Capital Campaign donations file relate to the Capital Campaign Balance Sheet? Rhonda responded the donations file is composed of donation and return records and that for small donations, insufficient donor information is available to enter on an individual donation basis (these are hand written notes from Pat Hand). She suggested that these donations could be entered as a lump sum. Small donations and events funds are not entered into the data base so comprise part of the difference in the reported totals.

**Action by Tracy**

b. Donor's fund report: Pending: Completion of information on capital campaign net donations and whether it agrees with the total value of the list of donors.

**Action by Tracy**

Friends donation and donation return records are now complete and agree.

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

a. Privacy and Records Policy: Motion by Rhonda to adopt the May draft, 2<sup>nd</sup> by John Wilson. John Walden commented that it looks good. Vote unanimous for the motion.

b. Hiring Policy: John shared his understanding of the Director's responsibility for hiring from his previous New York employment, as well as practices of other area libraries, in which the Director is in charge of the staff hiring process, hires, and may seek Board approval either prior to or after the hire. He noted there seems to be varied interpretations of the NH RSA in practice. Barbara reported that Rhonda sought a legal opinion on the RSA from the Municipal Law Center and that only the Board can hire, the Director advises, so practices that allow a Director to hire staff prior to Board approval are not allowed under NH state law. She noted that whether or not the Board votes to adopt a hiring policy, it must amend the By-laws and Director's job description on this point to conform to state law. Rhonda urged adoption of a hiring policy so that future Board members will have guidance for a hiring process. Peter suggested the hiring policy should be the applicable provisions from the state law to keep it simple. Anne concurred. Motion by Peter to not adopt the hiring policy as drafted, but to adopt the state statute language for a hiring policy, 2<sup>nd</sup> by John Wilson, vote: 4 in favor (Peter, John, Anne, Terri) 3 against (Rhonda, Faith, Barbara). Motion passes.

- c. Director's Job Description: Proposed revision to delete sub-paragraph 4b from the current job description, which allows the Director to hire staff prior to Board approval. Motion by Barbara to delete sub-paragraph 4b, 2<sup>nd</sup> by Rhonda. Vote unanimous for the motion.
- d. By-laws Amendment: Proposed revision deletes the provision that allows the Director to hire staff prior to Board approval. Motion by Barbara to delete the 2<sup>nd</sup> sentence in Article V, Section B and add: "The Library Trustees, in consultation with the Director shall appoint all employees." 2<sup>nd</sup> by Rhonda. Peter asked John Walden if he had an comment on the motion, John did not. Vote unanimous for the motion. Rhonda noted that the By-laws are supposed to be reviewed for possible changes every 3 years by the Board.
- e. Letter to Selectmen regarding Harbor property lease: Terri proposed to send a letter to the Selectmen to go on record that if the lease termination for some reason doesn't occur by this year's November deadline, the Trustees will not be responsible for lease payment in 2011. Steve White indicated that the Selectmen are clear on the library's intention to end the lease. Motion by Peter to send Terri's letter to Selectmen, 2<sup>nd</sup> by Anne. Vote unanimous for the motion.
- f. May Non-public Meeting: Terri noted that last month the Board went into non-public session for the topic of real estate and that without prior public discussion about the future of the library, she feels this was pre-mature. She would like to schedule a special meeting, open to the public for a Board discussion of the future of the library and to assure the community that no action has or will be taken as a result of the non-public meeting held in May. There was no dissent to this approach by the Board. Terri will send out possible dates for the scheduling of this special meeting. **Action by Terri**
- g. Request for 'Confidential Memo': Terri noted that Stacy Bartlett had asked for a copy of the 'confidential memo' when the Board was in its regular public meeting. Terri has conferred with the Town Manager and was advised that since the memo was sealed (for up to 3 months) by Board vote during the non-public session, a copy should not be made available. Terri noted no written request for it was made. Terri hopes that Stacy's concerns are allayed since the Board will be taking no action related to it.
- h. Library Site Possibility: Terri noted Pam Richardson of Harbor Light Realty contacted her about the availability of the Woodbine Cottage site for library site consideration. Barbara noted Pam had contacted her last year about this and the Building Committee took no action with concerns of site size and brook that runs through it.
- i. School Fund Raisers with Book Sale: Terri reported the High School Close-Up Group will run a bake sale concurrent with the Book Sale and that they want to hold a yard sale too. Allowing a yard sale is a School Board decision, however, Terri has concerns about parking lot traffic, pedestrians, and loss of parking spaces. Barbara noted that as long as the yard sale is away from the parking lot, creating a broader community event would be good.

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

a. Maintenance Items:

- Maintenance Schedule: Paving, exterior painting, carpet replacement upstairs and in the young adult's room, exterior basement exit way light fixture replacement and interior upstairs painting were briefly discussed. John will get cost proposals for items due within the next year and make priority recommendations to the Board.  
**Action by John Walden**
- Town Building Maintenance Capital Reserve: Motion by Peter to request from Town capital reserve maintenance fund for repaving library parking lot, estimated cost of \$3,500 so it can be done this year, 2<sup>nd</sup> by John Wilson. Vote unanimous in favor.

- Landscaping: John presented 2 options from William Leavitt to create a patio area for seating (table with attached seats) in front of the library's north wing. He believes the less costly approach with packed stone can be funded from operating funds. Faith wondered if this could be a Senior Project through the High School, since there was a landscaping project in the past. Barbara suggested a packed stone surface could create an issue with kids throwing stones. Rhonda made motion to accept the \$1,175 option for landscaping a sitting area, 2<sup>nd</sup> by Peter. Vote 6 yes, 1 no. Motion passes.
  - Pending items:
    - Front Entry Repair Completion: June update: John expects completion shortly.
    - Pest control: Was completed a few days ago.
    - New Electrical Circuit Installation: June Update: Pending
    - Basement Dehumidifier Installation: Pending.
- b. Strategic Planning Action Goals: John presented a summary which establishes 4 to 6 action goals under each of the 5 Goals Statements. Barbara suggested adding for each 1) a target due date for each, so it is clear if these are 6 month, 1 year or 2 year goals and 2) how to measure progress towards meeting the goal. John will make these additions. **Action by John Walden**
- c. Website Analysis: John presented Google Analytics, a free Google service that Heather found out about at the annual Librarians' Conference. This service can provide detailed information about who, when and how our website is being used. John has access to this information through his Google account. Steve Nilsen helped him set it up.
- d. Library Website: Peter asked if the public comments feature is up and running. John Walden has yet to activate it. **Action by John Walden**
- 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. June: Pending **Action by Faith, Tracy, Terri, Rhonda**
  - Personnel Policy: Board review pending.
- f. Library Telescope Project: John Walden reported Michael Saffarewich is no longer available to run the program.
- g. Pending:
- Clif Grant Re-application: Next grant round in August.
  - Setting up an archive feature on web-site for older documents.
- 7.0 NH Trustee Association Golden Rules: Pending: NHLTA Board revisions to the Golden Rules expected in the Fall.
- 8.0 Book Sale: Barbara provided an update on book sale preparation status. More book donations and boxes are needed. Rhonda volunteered to put up donation flyers around town. John will get volunteer sign-up sheets at the library front desk. **Action by John Walden & Rhonda**

9.0 Pirate Ship: Rhonda thanked volunteers who built the pirate ship for the summer reading program.

10.0 Public Comments: None.

11.0 Peter made a motion to adjourn the public meeting and go into non-public session in accordance with RSA 91-A:3II(c) for the Director's annual review, 2<sup>nd</sup> by Rhonda. Roll call vote: John Wilson yes, Peter yes, Anne yes, Rhonda yes, Terri yes, Faith yes, Barbara yes. All attendees left except the Board, alternates and John Walden for the non-public meeting. Motion by Rhonda to come out of non-public session and to seal the minutes and John's evaluation, 2<sup>nd</sup> by Terri. Roll call vote: John Wilson yes, Peter yes, Anne Yes, Rhonda yes, Terri yes, Faith yes, Barbara yes.

Meeting adjourned after 9:00 pm.

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