

Members Present: Terri Jillson White, Faith Reney, Tracy Nangeroni, Peter Urbach, John Wilson, Barbara Chalmers, alternates Mary Epreman, Anne Nilsen, Jean Molloy  
Members Excused: Rhonda Gurney  
Attendees: Dick & Betsy Katz, Katie & Emily Richardson, Sue Gottling, Barbara Hollander, John Mapley, Jean Wilson, Steve & Ellie 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 Rhonda is unable to attend tonight's meeting, so Jean Molloy will fill in for her.

1.0 Secretary's Report:

18 May 2010 minutes previously approved: John Walden asked for a correction to 4.0a: Since John Walden was hired, 4 other employees have been hired. John Wilson moved to accept the minutes with this correction, 2<sup>nd</sup> by Jean, vote unanimous.

15 June 2010 minutes: Tracy moved to accept, 2<sup>nd</sup> by Barbara, vote unanimous.

13 July 2010 minutes: Jean moved to accept, 2<sup>nd</sup> by Tracy, vote unanimous.

2.0 Friends: Dick Katz reported that the Pancake Breakfast and raffle was a great success netting more than \$2,000. Thanks to all the volunteers, the Molloy family for their continued support donating the food and Walt & Ellie Goddard for the raffle boat ride donation.

Terri asked Dick if the Friends were on target with their annual funding appeal. Dick didn't know, but will advise the Board.

**Action by Dick Katz**

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

a. Budget & Accounts Summary: Questions:

Peter: Capital Campaign Balance Sheet: \$15,000 net change? Tracy reported this is new refunds. Terri noted she and Tracy have been working to sort out a refund request that is made up of multiple family member donations.

Peter: Repair & maintenance differs by about \$1000 in the 2 P&L reports, why? John Walden noted this represents July payments for landscaping, pest spraying and mowing.

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**

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

a. Action on Future Planning for the Library: Terri noted that at last week's special meeting, the Board agreed to take action tonight regarding planning and not offering a March 2011 warrant article. She reported that Peter had provided a draft motion for the Board to consider. Barbara offered another version, essentially the same in content, but different in form. Further modifications were proposed by John Wilson to include the possibility of multiple sites to maintain flexibility and by Terri to include consideration of funding strategies.

Barbara made a motion for the following:

"Sunapee voters have been asked to vote on a new library building in 2003, 2007, 2008 and 2010. Each vote was relatively close, with the proposed location of the new library creating controversy and divisions that remain today. Therefore, the Library Board of Trustees has decided not to bring this matter before the voters in March 2011. However, the urgent need for more library space continues. As an interim solution, the library will continue to use space in the Safety Services Building, Methodist Church and Sherburne Gym to house books and hold programs. The Trustees plan to bring a proposal for a new library to the voters in March 2012 and in the interim, will request

public input, evaluate sites, select a site(s), and develop a plan which will include a strategy for funding." 2<sup>nd</sup> by Jean. Discussion: Tracy asked John Walden if the church remains available for library after school use if needed, response was yes. Peter noted he will vote against it because he feels the library needs to move forward now. Terri asked for public comment, there was none.

Vote: 5 yes: Jean, Terri, Tracy, Faith, Barbara; 2 no: Peter, John Wilson. Motion passes.

- b. Public Discussion on Future Planning for the Library: Jean asked what was done in the past. Barbara responded that in 2007 after the Ski Tow Hill town vote, the new building committee held a public forum at the high school and later that summer a public walk-about was held where sites under consideration were viewed and discussed. A questionnaire was mailed to all addresses on the town tax list that year. Last year several public meetings were held for discussion of the possible use of Old Town Hall.

Tracy likes the idea of a public forum as well as smaller group meetings.

Peter noted that a meeting to allow public comment is essential and should happen ASAP, so that summer residents have an opportunity to attend. He observed that only a small segment of the community will attend, so feedback cannot be extrapolated to a sense of the whole town.

John Wilson urged that each person have a time limit and that discussion of Ski Tow Hill project and Old Town Hall be off-limits.

Terri noted that the parameters for the discussion should be looking to the future, not the past.

Motion by Peter to hold a public meeting for open discussion as soon as it can be scheduled. 2<sup>nd</sup> by Tracy, vote unanimous.

Terri will offer some dates in August when the room is available. **Action by Terri**

General discussion of advertising opportunities for getting the word out about the meeting, including emails, Shopper Ad, newspapers, web site, Channel 8 events scroll.

- c. Questionnaire: Terri reported that Peter had drafted a questionnaire for discussion to be mailed out to town residents (tax list). Barbara noted that last year the Board had wanted to send out a questionnaire, but John Walden had discovered a number of issues with format, return postage and using the Friends bulk mailing number to keep costs down, so the effort died. Peter urged that this was important enough to send out whatever the cost. If responses match what the Planning Board got in their mailing of last year (20% response rate), then we will gain a lot of valuable information which is statistically valid. Peter urged action by the Board on content of questionnaire before the next regular board meeting, so it can be sent to summer residents. Terri noted that using the tax list address, questionnaire will go to summer residents. There was insufficient support to call a special meeting for this, so the Board take it up at their August meeting. Barbara suggested the questionnaire include some questions about library services.

Terri requested that the Board review the questionnaire and come back with comments at the next meeting. **Action by Board**

Peter will find out the details of the planning board mailing. **Action by Peter**

Jean will find out about post office requirements. **Action by Jean**

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

- a. Maintenance Items:

- Maintenance Schedule: Pending: John will get cost proposals for maintenance items due within the next year and make priority recommendations to the Board.  
**Action by John Walden**
  - Town Building Maintenance Capital Reserve: Selectmen to take up request for paving funding next week.
  - Landscaping: John reported that new plantings and seating area improvements are on hold till next year following his consultation regarding permitting associated with the Shoreland Protection Act.
  - Front Entry Repair Completion: Work has started and is on-going.
  - New Electrical Circuit Installation: Completed
  - Basement Dehumidifier Installation: Completed. The basement seems drier.
- b. John reported that Nancy Chamberlain has had surgery and will be out for about 1 month. Staff schedules will be shifted to cover and John may make more use of volunteers.
- c. Volunteer Confidentiality Agreement: John met with Town Manager regarding insuring volunteers working in the library observe patron confidentiality that is required by law and concluded that a signed agreement would be helpful. John noted that Peter helped him draft this agreement. John Wilson moved to accept the draft, 2<sup>nd</sup> by Terri, vote unanimous.
- d. Strategic Planning Action Goals: John presented a revised plan with target dates and measurements. Barbara suggested the Board set a month in which their annual review would occur. All agreed on January. Barbara suggested that web-site hit count be included in the monthly statistic report. John agreed. Barbara moved to accept the plan, 2<sup>nd</sup> by Tracy, vote unanimous.
- e. Library Website: Public comment section activation pending **Action by John Walden**  
Peter noted that the Board needs to start the conversation posting to stimulate public comments. For further discussion next month.
- f. Patron Use Data: John reported that over the past 3 years, there are 3,300 users, 28% are inactive, and 72% or 2,376 people are active, (defined as at least 1 use within the last 3 years) 313 people have taken out 150 or more items (weekly users) , 412 people have taken out 99 to 150 items, 633 people have taken out 49 to 99 items, and 1,032 people have taken out 20 to 49 items over the past 3 years.  
John is working on providing user data for just the past year. **Action by John Walden**
- g. Policy Review
- Trustee Handbook: John requested again outstanding Trustee Handbooks for updating.  
**Action by Faith, Tracy, Terri, Rhonda**
  - Personnel Policy: Board review pending.
- h. Clif Grant Re-application: John has decided not to apply in August, since he doesn't think our chances are good.
- i. Archive feature on web-site for older documents: John reported that this is in place and that to find a document, the user would do a site search.
- 6.0 Pending:
- NHTA Golden Rules: NHLTA Board revisions to the Golden Rules expected in the Fall.
- 7.0 Trustee Book Sale: Barbara reported the book sale netted just over \$2000. Left over books were picked up last Tuesday by gotbooks.com. Barbara compiled a book sale task list for future book sale volunteers. Terri thanked all involved.

8.0 Public Comments:

Barbara Hollander noted that the Trustees have been taking public comments regarding a new library for over ten years. The Director and staff and Trustees knows best what's needed in a new facility. Terri noted that in her opinion, this is a sifting process for sites and that it is ultimately a Board decision with staff input. Because so much has gone on about this issue, we really need to know what the community is thinking.

Barbara Chalmers had to leave the meeting at 7:45 PM. Anne Nilsen was appointed for her place.

- 9.0 Tracy 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 John Wilson. Roll call vote: Anne yes, John Wilson, yes, Faith yes, Tracy, yes, Terri yes, Jean yes, Peter yes. All attendees left except the Board, alternates and John Walden for the non-public meeting. Motion by Anne to come out of non-public session, 2<sup>nd</sup> by John Wilson, Vote unanimous.

Meeting adjourned at 9:00 pm.

Next Regular meeting: 17 Aug 2010, 6:30 PM, Town Hall.