

Members Present: Terri Jillson White, Faith Reney, Rhonda Gurney, Tracy Nangeroni, Peter Urbach, Barbara Chalmers, alternates Mary Epreman and Jean Molloy
Members Excused: John Wilson
Attendees: Dick Katz, Sue Gottling, Katie Richards, John Mapley, Lela Emory
From: Barbara Chalmers

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

Alternate Mary Epreman joined Board for John Wilson.

1.0 Secretary's Report:

21 September 2010 minutes: Tracy made motion to approve, 2nd by Rhonda, vote 5 yes, 2 abstentions.

2.0 Friends: Dick Katz advised no Friends report this month.

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

a. CD Reinvestment: CD for \$30,152.75 was rolled over at Sugar River Savings Bank for 24 months at 1.45% interest.

b. Capital Campaign funds: No activity this past month.

c. Questions:

Peter: How long does the campaign refund total stay on the books? Tracy responded it's a function of the reporting period for the reports.

How is P&L Report, "Net Ordinary Income" of \$10,064.07 arrived at? Difference of "Total Income" and Total Expense".

P&L January through December Report: "Jan-Dec 10" column heading is really January through current month (September) and "Budget" heading is really total budget for year. Tracy will see if she can alter the headings to more accurately reflect information in the columns.

Action by Tracy

d. Donor's fund report: With receipt of trust account interest amounts reconciliation of the campaign account should be able to be completed shortly. John Mapley noted he has been waiting for this since the beginning of the year. Terri responded it will be wrapped up as soon as possible.

Action by Tracy

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

a. Questions for Library Visits: Comments on draft: Add question about use and any restrictions on meeting room and clarify budget question regards operating budget.

Rhonda moved to accept the questionnaire with additions, 2nd by Tracy, vote unanimous.

Visit to Bradford is next Tuesday. Terri is working on scheduling a visit to West Lebanon library.

Action by Terri

b. Questionnaire: Peter summarized responses and issues with non-deliverable questionnaires due to voter list non-mailing addresses. Faith noted that voter lists ask for domicile address. Peter suggested that the questionnaire could be made available on the library website to print out, complete, sign and return at the library for those who didn't receive it in the mail. Tracy made the motion to made questionnaires available on the website to those who didn't receive one, 2nd by Rhonda, vote unanimous.

Action by Peter & John Walden

Some questionnaire results: Weighted ranking showed preference for expand in place. More women than men responded. Almost all the responses where from library card holders, so views of voters that don't use the library are not really represented. Senior citizens overwhelmed the responses. Very few young people responded, including age group of ASK program parents.

There have been many postings to the library website comments about a new library. John Walden proposed giving out questionnaires to middle and high school students to find out their views. He will contact the school to see how this might happen.

Action by John Walden

Peter reported the questionnaire will be sent out shortly to 964 seasonal resident tax payers (addresses from tax list, so there will be no similar non-deliverable issue).

Returned questionnaires are collected in a 3 ring binder which will be kept at the library. Terri thanks Peter and Ann Wilson for their work on the questionnaire.

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

- a. NE Librarian Conference: John reported enthusiastically on this annual six state conference that he recently attended for the first time. Titled, "Out of the Box", presentations he attended included, "Space for New Services", about how to rearrange what you have, focusing on user's experience; 2 Children's program presentations, "Early Reading" and "Tech Petting Zoo", about new technologies; "Implementing Community Needs Assessment", discussed use of phone surveys, which provide the best statistical distribution of survey results; "Bit Size Marketing", about how to get non-library users to be library supporters; and "Tough Times Require Tough Leaders", about library leadership skills and focusing on long-term success.

John reported on a presentation about successful self check-out equipment use in libraries. He also reported on need for elected officials to see libraries providing essential services, as they do for police and fire, but our essential service is information for all.

John thinks it's a good idea to wait till 2012 regarding the new library to allow time to implement new ideas for community involvement and motivation.

- b. ASK Evacuation Plan: John to provide written plan to Trustees.

Action by John Walden

- c. Proposed Budget: John reported revised proposed budget is down with final insurance costs from town office and is proposed to increase 2.6% over this year's spending. Non-personnel total costs remain the same from last year. Peter moved to accept the proposed budget, 2nd by Terri. Discussion: Barbara said that with the continuing hard and uncertain economic times, she cannot support a 2.5% increase in the budget and urged a zero increase budget with reductions wherever John Walden deems best.

Peter stated he feels this is a conservative budget. John Walden noted that cuts would likely come from acquisitions, which hurt the library in the long run, especially with cost increases in materials. Rhonda asked John if there have been any staffing hours increases this past year. John stated no, just hours shifting.

Vote: Peter, Terri, Tracy, Faith, Mary yes; Barbara no; Rhonda was undecided and abstained. Motion passed.

6.0 Policy Review:

- Barbara provided all with an updated Index to Library Policies, which includes the recently adopted job descriptions. She noted 19 policies have been updated, however 2 policies remain from 1998. The NH Library Trustee Association recommends that boards review policies every 5 years.
- Personnel Policy: Barbara noted the current library Personnel Policy dates to 1998 and an updated policy was under review with several revisions made by the Board last winter, but has not yet been adopted. It is intended to provide information specific to the library which is not covered in the Town's Employee Handbook.

Peter asked for John Walden's comments. John said he doesn't think we need 2 documents. Barbara pointed out there are 2 documents in place already. Jean doesn't

see why more than the Town's Handbook is needed. Rhonda pointed out several examples in the proposed policy explaining library procedures, which are not found in the Town Handbook.

Peter proposed that Terri review this latest draft with Donna (earlier drafts were reviewed with her last winter), 2nd by Tracy, vote unanimous.

7.0 Other:

- NHTA Golden Rules: Pending, NHLTA Board revisions to the Golden Rules expected in the Fall.

8.0 Public Comments: None

Meeting adjourned at 8:30 pm.

Next regular meeting: 16 November 2011, 6:30 PM, Town Hall.