

Members Present: Terri Jillson White, Tracy Nangeroni, Peter Urbach, John Wilson, Barbara Chalmers. Anne Nilsen and Jean Malloy sitting for absent members.  
Alternates: Mary Epremian.  
Members Excused: Faith Reney, Rhonda Gurney  
Attendees: Jeanne Wilson, Barbara Hollander, Alice Josephs  
From: Barbara Chalmers

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

1.0 Secretary's Report:

16 November 2010 minutes: Motion by Peter to accept minutes with various corrections, 2<sup>nd</sup> by John Wilson. Regarding item 7, Peter said he didn't attack Bill Roach, and that there was a misunderstanding. Vote unanimous.

9 December 2010 Kilton Library visit minutes: Motion by John W to accept, 2<sup>nd</sup> by Anne; vote 5 yes, 2 abstaining.

2.0 Friends: No report. Dick Katz was unable to attend the meeting.

3.0 Director's Report (see Director's Report)

a. Budget: John reported that the final budget figures with town adjusted wages, salaries and benefits is \$293,778, up 2.8% of current budget. Peter asked why 2010 year items #342a and 430 were over budget. John responded that 342a was where he located IPAD purchase, and #430 was over due to building mold removal costs. 2010 payroll is not complete, missing Nov and Dec costs.

Peter made a motion to accept the budget as presented, 2<sup>nd</sup> by Jean, vote unanimous.

b. Payroll Error: John Walden noted that an error was found in the 2010 budget for part-time payroll of about \$1,300. Mistake will be corrected in 2011 budget.

c. Fine Amnesty: In response to last month's question by Rhonda of approximate amount of fines to be waived, John reported it is \$6,100.

d. E-Rate Telecommunications Discount: John is in the process of applying. Potential savings to phone bill for July 2011-June 2012 period could be up to 50%.

e. Photographing ASK participants: In response to last month's question by Rhonda regarding parental permission to photograph ASK participants, John reported that permission is granted on signed registration forms.

f. ASK Evacuation Plan: John provided a revised ASK evacuation plan.

4.0 Treasurer's Report: (see November Account Summaries and Treasurer's Report)

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

b. Reports: Tracy noted IPAD purchase may be reallocated. She and John will look into possible subcategory for electronic patron equipment related to the collection. Peter pointed out this cost will continue to increase in the future.

c. Donor's fund report: Meeting next Wednesday with Terri, Tracy and John Mapley.

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

a. Investment Policy: Requires annual adoption by the Trustees and was last adopted in December 2009. Terri asked Tracy if she felt any changes were needed. Tracy responded, no. John Wilson made a motion to re-adopt the present policy, 2<sup>nd</sup> by Anne, vote unanimous.

Barbara to reissue re-approved policy for record. **Action by Barbara**

b. Procedure Manual Review: The revised draft Personnel Policy, now called draft Procedure Manual was sent to all Trustees by Barbara for review. Terri and John Walden presented further revisions to the draft Procedure Manual, aimed at limited

content to just what is unique to library operations. Barbara requested that further discussion be tabled to next month to provide time to review the changes.

**Review was tabled to January.**

Terri was contacted by our Town Manager following posting of last month's minutes and was told the 1998 library personnel policy is not effect and was replaced by the Town Employee Handbook when that was put into effect. Barbara responded that in 2008, John Walden and Rhonda had provided it as part of all current library policies for Trustees and questioned when previous Trustees had voted to rescind the 1998 policy. John said he'd look into it.

**Action by John Walden**

- c. Memorial for Pat Hand: Pending: Friends and Trustees to work together to establish an appropriate memorial for former librarian, Pat Hand.

6.0 Library Questionnaire Update

- a. Peter presented a tabular summary of previous and current questionnaire statistics, including the recent student, staff and seasonal resident questionnaires. He noted the following:
- Staff overwhelming prefers Expand in Place; split on proximity to schools.
  - Few responses came in on the web and at the library counter to follow-up on mailing issues from questionnaires sent to voters
  - Seasonal Residents: 8% of responses back, Expand in place is 1<sup>st</sup> preference followed by Ski Tow, Old Town Hall, Woodbine, and Sunapee Center; overwhelming agreement on need for more space; even split on whether tax dollars should be used; agree meeting room needed; even split on proximity to schools; .
  - Middle High school student response was high since filled out in homeroom, preference was Expand in place.
  - 2002 questionnaire with an info sheet and postage paid return card had a high return rate.

Conclusions from all questionnaires:

- Site Preference (first to last): Expand in Place; Sunapee Center; Old Town Hall/Ski Tow tied for 3<sup>rd</sup>, Woodbine.
- 344 to 160: Bring 1 site to voters
- 287 to 199: Use of private funds
- 233 to 68: Would contribute
- 429 to 94: Support for library's need for more space.
- Strong support for community room.

Peter noted that 25% of voter / seasonal and 55% of middle/high school student high school respondents reported never or almost never use the library. We learned a lot, but wish the response rate had been better. Questionnaire responses are in binders in the library.

Barbara Hollander asked if Ski Town Hill site was available. Peter responded that he didn't know. He said he wasn't advocating it. The site was examined before, that's why it's on the present questionnaire.

Jeanne Wilson stated that Old Town Hall and Ski Tow Hill were voted down and should not be part of the present discussion. Terri responded that they were included in the questionnaires to gather the opinions of all. She noted that it is useful to see they are low in the site ratings.

- 7.0 Lot at 31 Pleasant Place Update: John Wilson reported that Barbara was correct about the lot being in the Shoreline Protection Act zone. He believes that with pervious pavement, a

7,000 sq ft building with 18 parking spaces could be built, with a partial above-grade lower floor level on the down-hill side. He approached the Sugar River Savings Bank about acquiring a small triangle of land at the NE corner which would square off the lot and improve building siting. The bank responded that they would donate it.

Jean asked about potential project cost on this site. Kilton library was about \$250/sf project cost. Peter suggested about \$2 to 2.5 million plus land cost.

Friends had previously donated almost \$100,000 towards furnishings.

Barbara commented that she doubted a parking lot of 18 spaces with a building footprint of 7,000 sq ft would fit on this ½ acre site, but that only an engineering study would determine this.

Peter asked about increased costs for pervious pavement over standard construction. John Wilson responded that concrete and base depth costs might add about \$100,000.

#### 8.0 Site Discussion:

a. Peter suggested Old Town Hall and Ski Tow Hill sites be off the table since they were rejected by voters and that Blodgett House be off the table since the school board has made clear it is not available. This leaves 4 sites: Expand-in-place, Sunapee Center, Woodbine and Pleasant Place. He indicated:

- Expand-in-place is #1 in survey ranking, is politically the most doable but has the most design constraints.
- Sunapee Center has a \$400,000 asking price but is negotiable, it is the only site under consideration that can support a 1 story library, has no known environmental issues and is #2 in survey ranking.
- Woodbine site last sold for \$315,000, present cost is not known; harbor location evokes positive and negative feelings, some wetlands, some Shoreline Protection Act impact, #3 in survey ranking.
- Pleasant place site is appraised at \$27,200, only ½ acre, near schools, Shoreline Protection Act issues, wasn't rated in the surveys.

John Wilson reported he had approached the owner of the lot to the north of the parcel to try to increase land size, but the owner is not interested in selling.

b. Terri reported that Sven Filby approached her about his site for sale, located up behind the Knowlton House in the harbor. He is asking \$225,000 for 1.1 acres. Access is by driveway shared by Knowlton House. It appears that the Filby lot owns the driveway. Sloping lot is 225' from lake, so mostly out of the Shoreline Protection Act zone.

c. Barbara provided a handout of her 2009 conceptual study of expand-in-place, which demonstrates design constraints of the proposed site.

d. Barbara reported that in the process of obtaining the Woodbine site plan to evaluate useable vs wetlands area, James Wassell provided his conceptual sketches for a library on the site that he was preparing for the property owner. Barbara distributed a site sketch, conceptual floor plan and perspective view sketch. She noted that locating at the front of the site requires a 2 story library, given area limitations.

e. Terri suggested the Board work toward developing a short list of sites. She noted this discussion would qualify for non-public session under A.3.d, consideration of acquisition of real property, if the Board decided on this course. Terri would like to keep the discussion open to the public as long as possible. Barbara noted that all site costs are public information at this point and tonight's discussion should be open.

Possibly the next level of discussion should be non-public.

f. Terri asked each Trustee, alternate and John Walden to voice their opinions on the sites (listed in order of preference):

- Barbara: Expand-in-place, Woodbine & Pleasant merit further investigation, no to Filby and Sunapee Center sites.
- Mary: Sunapee Center. 1 story library is very important; pros & cons of sites need to be developed and information gotten out.
- John Wilson: Sunapee Center, Expand-in-place, Pleasant. 1 story library is very important.
- Anne: Expand-in-place, Sunapee Center. 1 story is nice, but Sunapee Center is less likely to happen. John Walden can cope with a 2 story building. We should not be considering a harbor site. Expand-in-place is most doable.
- John Walden: Expand-in-place, Sunapee Center, Pleasant. Expand is most doable, but not ideal. Sunapee Center site would allow a more ideal layout. Likes 1 story. Not in favor of any harbor site, due to past votes.
- Tracy: Expand-in-place, Sunapee Center. Expand-in-place is most doable. Other sites seem hidden and not visible enough.
- Jean: Expand-in-place and Sunapee Center are good, we should not consider harbor sites, we need more information on Pleasant.
- Peter: Expand-in-place, Sunapee Center. Expand-in-place is most doable. We should not consider harbor sites. Those that don't want change can support expanding-in-place, however he is concerned with getting a second rate library with this site.
- Terri: Expand-in-place, For reasons already mentioned. We need space and this is the best option to achieve it. Not in favor of harbor sites, we must learn from the past votes. Need more info on Sunapee Center and Pleasant.

Mary commented that people should know the house behind the library would have to be demolished with the Expand-in-place option and it is one of the older houses on the street.

Peter noted we need to hire an architect to provide more information to the Board regarding costs and restraints. He suggested that after the Board has narrowed its focus, another questionnaire with pre-paid response card be done.

John Wilson recommended narrowing information gathering to 2 sites.

Peter moved to hire Scheerr McCrystal Palson Architects (architects for Ski Tow Hill and Riverway site proposals) to develop concepts for Expand-in-place and Sunapee Center sites, for a maximum cost of \$5,000 and that this work would in no way commit the Board to hiring this firm for any further work when the project proceeds. 2<sup>nd</sup> by John Wilson. Discussion: Board worked well with this firm on 2 previous occasions. Vote unanimous.

Terri appointed Peter as liaison with the Architect.

9.0 Public Comments: None

Meeting adjourned at 8:40 pm.

Next meeting: 18 January 2011, 6:30 PM, Town Hall.