

Members Present: Faith Reney, Xan Gallup, Lois Gallup, Tracey Nangeroni, Lisa Bozogan, Alternate Terry White, and Library Director John Walden.

Members Absent: Rhonda Gurney, Barbara Chalmers

Meeting Attendees: Betty Tatlock, Dick Katz

From: Xan Gallup

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On the above date, those noted above met at the Abbott Library. The following is a brief summary of the discussion that took place:

Meeting started at 6:34pm:

Minutes of the 9 December Trustee meeting were unanimously accepted with no corrections.

1.1 Chair's report – January update:

Please refer to the attached chair report notes submitted by Rhonda Gurney. No action noted on the items submitted, but the notes were discussed.

1.2 Director's report – January update:

a. Statistics & Library Usage 2008: Year end statistics and December data provided. Discussion ensued regarding the decrease in materials at the Library due to space. John noted that the availability of storage at the Safety Services building would help with the problem for an interim period.

b. Amazon Kindle: With surplus funds at the end of the calendar year, John has ordered 2 e-book readers called Amazon Kindle. They are a small device (10oz) electronic book that will have preloaded electronically downloaded titles on them (and placed on both units). These will be available for patrons to take out and read the books. The Kindle devices will have the downloadable option removed so that patrons cannot download other items to the Kindle device, only read them. This will allow the Library to have more copies of best sellers available for patrons without taking up the space. There will be a borrowing agreement that patrons will sign when taking the item out.

c. Library Survey: John distributed a copy of the latest version of the Library survey that he has come up with. John states that we can get the survey into the Town report to reduce costs and increase exposure to town residents. John stated that it will cost him \$400 to have them printed, folded and inserted into the Town report. Motion made and unanimously approved to have John take the monies out of the Trust and Funds account to pay for the survey to be placed in with the Town report. **Action by John**

d. Lake Sunapee Bank “Penny a Page” Program: John received an email from Lake Sunapee Bank about their program to promote the 200<sup>th</sup> anniversary of the birth of Abraham Lincoln in 2009. LSB wishes to work with the local libraries in the town offices that their branches are in to help raise money for libraries. John will contact them in regards to the details to facilitate the process. **Action by John**

e. Budget Advisory Committee Meeting: Donna, the Town manager, sent a letter to John stating that she wanted the Trustees to be aware of the about annual warrant article requesting monies to be placed into a Capitol reserve funds to be used for the purpose of purchasing a new library at some undetermined date and that also that the Trustees have advertised that the new Library would be built with private donations. The estimated balance of this Capitol Reserve Fund is currently at \$110,000. Discussion ensued about this letter that was sent, but no action was required at this time.

f. Programming for 2009: John wanted to have discussion about the possibility of having some type of programming available for patrons of the Library. John presented a list of discussion groups provided by the Vermont Earth Institute that could be provided to patrons with only the purchase of a book for \$20. Discussion ensued about the possibility of having the courses given at alternative meeting places such as the Town Offices or maybe a local church, as well as the possibility of having the Library purchase a couple of books and have them available for patrons to borrow for the course and then make them available to other Libraries for interlibrary loan. John will put out a suggestion box at the Library desk to see about interest in the programming. John will look into further details about the programming with VEI. **Action by John**

#### 2.1 Treasurer’s Report – January update:

a. Tracy Nangeroni submitted December Receipts and Payments, including year-end numbers. Reports were accepted. Tracy stated that she has changed the location of some of the spreadsheet items for clarification purposes for both her and John to work with.

b. Campaign Certificate of Deposit: Tracy noted that we have a CD coming due at Lake Sunapee Bank, and another CD that will be coming due at the end of this month that is located at X Financial Plaza Bank in California. Discussion ensued about the funds, location and duration of the CD’s. Motion was made and accepted unanimously to roll over the CD at Lake Sunapee Bank, and to bring the CD back to a local bank and invest it in another short term (less than 9 months) CD.

c. Tracy noted that there has been no activity of the Capitol Campaign so no report was submitted at this time. It was agreed upon that reporting of the Capitol Campaign will be done on a quarterly basis until donations come in.

Building Committee Report: The Building Committee report was tabled at this time due to the absence of Barbara Chalmers.

Campaign Exploratory Committee: The agenda item of the Donation to ASK was tabled due to the absence of Rhonda Gurney.

a. Feasibility Report – Town Hall on 1/27/09 at 6:30pm. The report will be received by the Trustee and the Campaign Exploratory Committee from Kathy Barger and that this meeting will be considered as an informational meeting only. There will be no action or strategy presented until after the report is presented and that the committee will need to meet and bring recommendations to the Trustees at a future time. This will fulfill the charge that the committee has. There will be an opportunity for attendees to answer questions of Kathy Barger.

Other Business:

a. Performance review form: Terry received a copy of the manual that accompanies the Town employee performance review form that the Trustees are currently using to do the Library Director's review. It has been determined that it is important to keep on track with the timeline of doing John's personnel review and also that it was difficult to work with the form due to lack of detail that pertains to a Library director. Discussion ensued about the Trustee's dilemma of having the Town of Sunapee be in charge of paying the Library employees and also their benefits, and the performance reviews having to be done with the Town of Sunapee's forms. Due to the complexity of payroll and benefits, it was determined that it would be best for to come up with a set of guidelines and a number formula for the Trustees to follow for the performance review form that is used by the Town of Sunapee to evaluate the Library Director. Terry will review the manual and see how helpful it will be for us to come up with an appropriate set of guidelines for the Trustees to follow. **Action by Terry**

b. Personnel policy review and adoption: Discussion ensued about the current policies up for adoption. Xan will email Barbara about which policies and the timeline for when they should be brought to the meeting and voted upon. **Action by Xan**

c. Open House for Library Appreciation week April 12-18. Betty brought forth the Friends of the Library's interest in putting together an Open House at the Abbott Library during Library Appreciation Week. Betty is looking for possible co sponsorship from the Trustees which would include possibly some volunteer time and dessert items. Betty is looking for a decision for this at the next Trustees meeting. **Action by the Trustees**

d. Betty noted the next Friends of the Abbott Library meeting will be Wednesday January 28<sup>th</sup> at the Abbott Library at 530pm.

Meeting adjourned at 750pm.