

Members Present: Rhonda Gurney, Xan Gallup, Lisa Bozogan, Faith Reney, Lois Gallup, Barbara Chalmers, Director John Walden, Alternate Lisa Meehan for Tracy, Alternate Terri Jillson White,  
Members Absent: Tracy Nangeroni  
Attendees: Betty Tatlock, Friends President, Peter Urbach, Brian Garland  
From: Barbara Chalmers

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

January 2009 meeting minutes were unanimously accepted.

#### 1.0 Guests

- a. Betty Tatlock:
  - Betty requested Board participation with the Friends for Library Appreciation Week, April 12 to 18. Betty will provide a volunteer sign-up sheet for Board members to greet patrons morning or afternoon and/or provide baked treats. **Action by Betty**
  - Friends Pancake Breakfast will be July 11<sup>th</sup>, 7 to 11 AM, same day as Book Sale.
  - Plant Sale will be either May 16<sup>th</sup> or 23<sup>rd</sup>
- b. Brian Garland introduced himself to the Board. He is running for selectman and noted that his motivation is to provide representation on the Board for young families in town.

#### 1.1 Chair's Report

- a. Parking: Field verification of the library northerly property line pending. Rhonda to speak with Tony Bergeron on Thursday. **Action by Rhonda & Tony Bergeron**  
John did deliver a copy of the property line agreement to the Town Manager.  
Pending: John to add parking policy (See September 2008 minutes) to library website. **Action by John**
- b. Holiday Celebration: To confirm from last month's meeting discussion, John reported that the staff was delighted with the gift baskets and prefers to celebrate in conjunction with Library Appreciation Week.
- c. Library Website Community Calendar: Rhonda reported that to help meet the need for community information dissemination, a community calendar is being added to the library website. Sharon Garland, who has been assisting with the library website, has researched free programs and suggested 2 for further review. Rhonda and John looked at them and determined Google Community Calendar would be best to use. Dick Katz is preparing a letter to community organizations to alert them to the calendar. A volunteer will do postings.
- d. Town-Wide Clean-Up Day: Rhonda reported one is being planned for May 3<sup>rd</sup> 2009. An organizational meeting will be held at her house, Thursday at 6:30 PM, all are welcome. The highway department will be sponsor, a website is being set up, community groups and citizens will be encouraged to help.
- e. HS Senior Project / ASK Program: Rhonda reported that high school principal was excited about the possibility of coordinating a student project with the library. We wait to hear of student interest.
- f. Book Sale Planning: Date is July 11<sup>th</sup>. Lisa B will reserve the gym, call about storage unit and tables. Rhonda is coordinating a poster about the Sunapee Day events again. Betty noted the Friends will do an ad in the Shopper regarding the Pancake Breakfast and will mention the book sale too.
- g. Meeting with Bob Odell: Rhonda apologized for not noticing the Monday meeting with Senator Odell, It was scheduled on short notice and less than a quorum of the Board was present. Purpose was to give him an overview of harbor planning efforts, information on the proposed library, ask about economic stabilization fund availability, hear his fundraising advice and get 'on his radar'. It was suggested that a posted meeting be set up with him in the future. Attendees included Rhonda, Lisa M, for Terri

and Campaign Feasibility Committee, Barbara, for Building Committee, John, Mike Durfor, for Riverway and OTH Charrette and Katharine Bushueff, who was contact with Bob Odell. John noted he thought the meeting should have been noticed.

- h. Alternate Seats: 3 are up for election, Lisa and Terri have reapplied. Rhonda requested the Board vote to recommend to the Selectmen the reappointment of Lisa Meehan and Terri Jillson White, so that there isn't a gap in alternate coverage in March. Xan made the motion to recommend Terri and Lisa, vote was unanimous.

## 1.2 Director's Report

- a. Library Use Statistics: January patron visits were down, probably due to the bad weather, but circulation was up.
- b. Library Blog: John will be working with volunteer Steve Nielson over the next few weeks to change the website format over to a blog format, which will facilitate John posting to it. He will also implement on-line library card applications as discussed last October.  
**Action by John**
- c. Middle School Library Advisory Group: John reported that a second meeting attracted a few more kids. A music and CD list was reviewed and the group made recommendations for acquisition. A third meeting is planned.
- d. Amazon Kindel Update: John reported that 2 units are expected Feb 24<sup>th</sup>.
- e. LS Bank "Penny a Page" Program; John will be meeting on Thursday with the bank.
- f. Library Programs for 2009:
  - Vermont Earth Institute: 'Menu for the Future' course to start March 12<sup>th</sup> for 8 weeks. There are 12 slots, about 6 available now. Mario Capozzoli was suggested by VEI to facilitate the first session and has agreed. Later sessions are self-facilitating.
  - No patron suggestions yet from John's program suggestion box.
  - John asked for Board program suggestions. Barbara offered to teach a shortened version of a course on researching your genealogy with internet resources that she will be teaching next winter.
- g. Museum Passes: John will request funding from Friends at their May meeting.
- h. Software: John reported that computer system software upgrades will be implemented this spring. He reported that a new software module and training for it, funded by the Friends will be added this spring. It will streamline acquisitions and save staff time.
- i. John will update the Library Directory to reflect trustee, staff, volunteer internet address changes from verizon.net to myfairpoint.net.  
**Action by John**

## 1.3 Treasurer's Report

- a. January Receipts & Payments and Trust & Fines Accounts: Tracy has not yet provided reports. John noted that financial information from the Town was not available until yesterday. Rhonda urged all to contact Tracy directly, if they have questions on the report once it is issued.
- b. Contributions: Next quarterly report due at April's meeting.
- c. Investments: Tracy reported via email yesterday:

The CD that came due through NEXT was received and deposited to the CD opened on Jan 5th at 2.57%. By the time the second CD came due, the rates were only in the 1.8% range. She spoke with Tammy at LS Bank who indicated we could add to the existing CD at the 2.57% rate and the maturity date would remain at the original CD's deposit date. The deposit was for \$102,000 and as of today, the balance is \$205,035.59 with a maturity date of August 5, 2009. With this FLEX-CD, we can make a 1 time penalty-free withdrawal before the Aug 5<sup>th</sup> maturity date. Total of all accounts at LS Bank as of today is \$221,000, which is below the \$250,000 FDIC insured threshold.

1.4 Building Committee

- a. Barbara reported that John Penney, PE of Chester Vermont, engineer for the Proctor Dorms and Hanover Coop Grocery Center, both with geothermal heating systems, has agreed to make a presentation on geothermal heating, green building technology, and other energy saving measures. This presentation should have broad interest to other town groups such as the Conservation Commission and LSPA. Barbara requested Board input on a date. Barbara will set it up for late April or May. **Action by Barbara**

1.6 Update of Library Policies:

- a. Long Range Plan & Mission Statement: Draft not yet written.
- b. Personnel Policy: Board will begin review of draft at the next meeting. **Action by Board**
- c. Patron Service & Wireless Internet Policies: July draft review pending.

1.7 Campaign Exploratory Committee

- a. Committee Recommendation Status: Terri reported that at last week's committee meeting attendees had questions about the report that need to be answered before they can make a recommendation to the Board. Terri is assembling the questions in writing to forward to Kathy Barger and will find out when Kathy can respond.
- b. Report Conclusions: Terri noted the report identified support for the site, but not sufficient financial support for the project. Can we downsize the project? It is her personal opinion we cannot raise the money needed in this economy. Terri offered to meet with the library staff to advise them about where we are in the process, if John thought it would be helpful. John will let her know.  
Betty noted that about 49% of those interviewed place less than a medium priority on building a new library. This demonstrates the historical split in views of the Town.
- c. Public Comments: Terri reported that a public comment has been received urging re-consideration of expanding at the present library. Terri noted no decisions have been made. However, she will call the abutter as a courtesy to advise them of the public comment and that no decisions regarding the next step in the new library process has been made.
- d. Rhonda asked Peter Urbach whether there was any written history regarding acquiring the adjacent Main St parcel to expand the library. Peter said he was unaware of any because it was considered by the Board prior to his Board term. He suggested we contact Barbara Hollander. However, he noted the Architect (Scheerr McCrystal?) considered this option, although perhaps not exhaustively, and concluded it provided too little space and slopes were incompatible with the library use.
- e. Betty noted that about 15 years ago the Friends began to raise funds to buy the adjacent lot. This was the start of the Friends funds for the new library.
- f. Campaign Software: Update: Xan has had trouble matching donation records to return records in the process of entering data into the software regarding the previous campaign. Rhonda suggested that John Mapley may need to be contacted to help resolve the confusion. Xan suggested that someone else should try to complete the data entry and reconciliation of donor total, contribution total and return sums. She will get the binders and files to Rhonda. **Action by Xan**
- g. Peter Urbach noted for the record, that he takes issue with the implication that previous record keeping was either incompetent or dishonest. Xan assured him that this was not what she was implying.

12.1 Director's Review:

- a. Terri reported that after looking at the Town performance review form and its guidelines, she does not think we should change it, but should work with it; particularly since it is integral to the Town's payroll practices, which are used by the Library.
- b. Board will meet in two weeks to discuss John's semi-annual review and goal setting for 2009. **Action by Board**

**Next Meeting:** 3 March 2009, 6:30 PM at the library.  
17 March 2009, 6:30 PM at the library.