

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

On the above date, those noted above met at the Library, the following was discussed:

3 Mar 2009 public meeting minutes were unanimously accepted.

3 Mar 2009 non-public meeting minutes were unanimously accepted. Barbara noted the Board must vote to keep minutes sealed or make public. Given the nature of the non-public discussion, in Barbara's opinion they do not meet the law's criteria for remaining sealed. After much discussion, the Board voted unanimously to make the minutes public.

1.0 Guests

a. Betty Tatlock for The Friends: 17 Mar Update:

Library Appreciation Week: Betty provided sign-up sheet for cookies and coverage in the library. Dick Katz is written article for paper. Lisa reported she is in contact with Brenda Greene to arrange school class visits to library that week for story reading.

1.1 Chair's Report (see attached March Chair's Report)

a. Parking: a/o Sep'08 pending

Field verification of the library northerly property line pending. Rhonda to speak with Tony Bergeron on Thursday. **Action by Rhonda & Tony Bergeron**

John to add parking policy to website. **Action by John**

b. Library Website Community Calendar: a/o Feb '09 pending:

Sample calendar on-line, implementation pending. Derrick is preparing a letter to community organizations to alert them to the calendar. A volunteer will do postings.

c. HS Senior Project / ASK Program: a/o Feb '09 Pending:

High school senior student project with Library.

d. Book Sale July 11th Planning: 17 Mar Update:

Lisa B reported gym is reserved and storage unit is available. We can begin to take books as of May first.

Rhonda to coordinate poster about the Sunapee Day events. **Action by Rhonda**

e. Program Committee: 17 Mar '09: Rhonda presented a proposal for a Program Committee to assist John in researching, selecting, scheduling and implementing programs for the community. She offered to Chair this committee and welcomes community members. Tracy moved, Lois seconded, unanimous vote to create program committee with Rhonda as chair.

f. Officer Elections: 17 Mar '09:

Chair: Rhonda is stepping down and Xan has expressed interest in becoming chair. Rhonda nominated Xan, seconded by Lois, unanimous vote. Xan thanked Rhonda for all her efforts over the past year and asked Rhonda to chair this meeting.

Assistant Chair: Rhonda offered to be Assistant Chair. Lois nominated Rhonda, seconded by Xan, unanimous vote.

Treasurer: Tracy offered to continue as Treasurer. Lois nominated Tracy, seconded by Lisa, unanimous vote.

Secretary: Barbara offered to continue as Secretary. Rhonda nominated Barbara, seconded by Lisa, unanimous vote.

Rhonda confirmed all newly elected members have been sworn in at Town Hall.

- g. Rhonda reported local Paws to Read volunteer has offered to come into the library. The program helps reading impaired children read better
- h. Health & Safety Fair: John and Rhonda will be there promoting the library.
- i. Rhonda reported receiving an inquiry about whether Stimulus Funds were available to make public buildings accessible and if so, if anything could be done for the basement level. She is contacting Bud Fitch at the State and will report. **Action by Rhonda**

1.2 Director's Report (see attached March Director's Report)

- a. Library Use Statistics: February statistics pending. **Action by John**
- b. Community Survey: a/o Jan '08: On hold.
- c. Library Blog: 17 Mar update: Website conversion to blog format to be completed by end of month. **Action by John and Steve Nilsen**
a/o Oct '08 pending: Website library card applications. **Action by John**
- d. Middle School Library Advisory Group: 17 Mar: No update.
- e. Amazon Kindle: 17 Mar Update: Kindels are in circulation and there is a waiting list.
- f. LS Bank "Penny a Page" Program: 17 Mar Update: See Director's report.
- g. Library Programs for 2009: 17 Mar Update: See Director's report.
Vermont Earth Institute - Menu for the Future course has full enrollment
- h. Museum Passes: 17 Mar update: John will purchase passes and ask Friends to fund retroactively at their May meeting. **Action by John**

1.3 Treasurer's Report

- a. Financial Reports: 17 Mar update:
Tracy presented January & February Budget vs Actual reports in a new format, income & expense categories are the same. Also included were: bank statements for operating & campaign checking accounts and savings accounts. Xan made motion to accept, seconded by Rhonda, reports unanimously accepted.
- b. Contributions: Next quarterly report due at April's meeting.

1.4 Building Committee

- a. John Penney presentation on green building technology: a/o Feb '08:
Barbara will set it up for late April or May. **Action by Barbara**
- b. 17 Mar Update: Draft paragraph for Planning Board Master Plan was accepted unanimously with the addition of the following sentence at the end, "As of March 2009, the Project is on hold due to lack of financial support." Barbara will transmit to Michael Marquise. **Action by Barbara**
- c. Barbara noted the Feasibility Report recommended exploring ways to reduce project cost. To that end, she contacted North Branch Construction to inquire about cost to update their Fall 2007 construction cost estimate, split out cost to fit-up the lower level and identify savings by reducing building length 16' (width of conference room). They will provide this information at no cost. Barbara recommended getting this updated information. Rhonda moved Barbara's recommendation, Lisa seconded, all voted in the affirmative, except Tracy who abstained.

1.6 Update of Library Policies:

a. Long Range Plan & Mission Statement: Draft not yet written.

c. Personnel Policy:

a/o 3 Mar: Review Comments: Confidentiality of patron records is in a separate policy. Educational Assistance: change information gathered at conferences to be shared with other staff at a staff meeting. Review to continue at April meeting. **Action by Board**

Lisa M will contact Trustees' Association lawyer for suggestions to format amendment to Town policy. **Action by Lisa M**

17 Mar Update: Barbara noted job descriptions are part of our personnel policy review. The Board is responsible for the Director's. The Director is responsible for other staff's. Barbara distributed draft Director job description based on existing one for review at April our meeting and provided John with electronic files of existing staff job descriptions for his review and presentation to Board. **Action by John & Board**

Barbara reported draft library work place safety policy ready for review next month.

Action by Barbara

d. Patron Service Policy: July draft review pending.

e. Wireless Internet Policy July draft review pending.

1.7 Campaign Exploratory Committee

a. Committee Recommendation Status: 17 Mar Update:

Terri distributed minutes of the Committee's meeting with their recommendation to the Board. Terri noted that with this recommendation, the charge of the Committee is completed and she will be stepping down as Chair. She recommends if the Board formulates a new charge, that a new committee be formed. Terri noted it is important that the Board be clear about what their intent is moving forward. Rhonda would like to keep all options open, and if a new site comes forward, to explore it. We need to use this time to complete the Strategic Plan and Board Evaluation. Lisa commented it is important for us to keep the dream of a new library alive. Barbara asked if "Put capital campaign on hold" meant both public and behind the scenes activities. Sense of the group was that we will not solicit any funds, but will continue to build relationships with the community and potential donors to be ready for when we can resume fund raising. John questioned whether we should be shelving the project and starting from scratch.

Lisa moved to accept the recommendation with the inclusion of the word 'public' before capital campaign, Rhonda seconded, vote was unanimous. Adopted text:

•Put public capital campaign on hold.

•Continue working to further understand the potential financial and community support for a capital campaign for a new library.

•Continue with our lease agreement with the Sunapee Riverway to the end of our 3 year lease option, unless another site becomes available that meets our needs.

•Trustees complete a Strategic Plan and Board Self Evaluation which will allow the Board to focus on Board process, improve Board work and enhance efficient running of meetings. Continue to communicate with Town Officials in order to work in tandem with them for public and financial support.

John requested that staff be given direction about responding to patron questions about the status of the project. The Board will formulate a statement for general release. Barbara will draft it and the Board will meet next Tuesday at 6 PM to finalize the wording.

With the project on hold due to lack of funding support, discussion about removing project drawings from library walls and the harbor sign once the ground thaws.

b. Campaign Software: 17 Mar Update:

Rhonda estimated 50 hours spent organizing records and cross-checking software input. Work is complete, reports can be printed. A list of questions has been compiled that Rhonda and Tracy will review with John Mapley. **Action by Tracy and Rhonda**

Adjourned 8:35 PM

Attachments: Chair's Report; Director's Report

Next Meeting: 24 March 2009, 6:00 PM at the Library.