

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

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

- 1.0 Secretary's Report: 24 Mar 2009 meeting minutes were unanimously accepted.
Director and Com Chair reports to be posted on library website. **Action by John**
- 2.0 Guests:
 - a. Betty Tatlock for The Friends: 21 Apr Update: Thanks to all who helped with the week-long Library Appreciation celebration. Children's story time was a hit! Thanks to Terri for sponsoring the Shopper ad. May Program will be a humorist. Friends approved spending up to \$1000 for museum passes.
- 3.0 Treasurer's Report
 - a. Financial Reports:
March Budget & Accounts Summary and 1st Quarter Balance Sheet was sent out by Tracy last week. Terry wondered if CC Refund Account funds could be reduced. Tracy to report on this at next meeting. John noted the Trust Funds should be included in quarterly reports. Reports were unanimously accepted. **Action by Tracy**
 - b. Campaign Records Report: Pending. No report this month.
- 4.0 Director's Report (see Director's Report)
 - a. Library Website: New blog format nearly complete, site to be launched May 1 using a different host service. Site will have card application, community calendar, policies and calculator for patrons to estimate monthly value of borrowed items. John has a volunteer in mind to maintain the calendar and anticipates a seamless transition without putting site down. He thanked Steve Nilsen for his help. **Action by John**
Letter to town organizations requesting calendar listings. **Action by Dick Katz**
 - b. SMS Library Advisory Group: John hasn't met with them recently and will be reorganizing the group for next fall, working with current ASK 5th graders.
 - c. SHS Senior Project: No word from school yet. Rhonda will check. **Action by Rhonda**
 - d. Museum Passes: John is meeting with staff on Apr 30 to review the program, since each museum's pass is different. Passes will be promoted by a poster, website listing, press release and notice to schools. **Action by John**
 - e. Pending:
Community Survey: On hold as of Jan '09.
Ask Friends for funding of Library Telescope Project: No action 21 Apr '09.
- 5.0 Program Committee (see Chair's Report)
 - a. Rhonda has reconsidered the time commitment for running Program Committee meetings and cannot do it in the near term, although she would like to continue researching program resources for when a Committee can get underway. Terri indicated the Trustees voted to form a committee and that the work of research, scheduling and locating appropriate meeting sites in town needs to be done by a group with meetings and meeting notes. Lisa B will serve on the Committee. John is very busy too, but he would like to see the library continue to move forward with adult ed programs after our first VEI program. Barbara agreed, we should not let this effort drop.

Lisa B noted that the VEI - Menu for the Future course has been wonderful and the spirit of community it fostered among participants was unexpected. Lisa and Rhonda would like to see another VEI course offered this summer to continue the program. Betty suggested contacting Newbury, New London and Newport libraries about allowing Sunapee patrons to attend their programs.

b. Pending: No action on Paws to Read a/o March '09.

6.0 Building Committee (see Chair's Report)

a. Report accepted unanimously.

b. Pending: Project cost update and Green technology meeting.

7.0 Policy Review

a. Overview: Barbara provided a spreadsheet of status of policies to be reviewed. Drafts of Patron Service, Wireless Internet Use, and Safety will be sent out for Trustee review at next month's meeting. **Action by Barbara**

b. Personnel Policy: Draft content changes were approved unanimously with change requested by John to page 11, paragraph 611.5: "Individual candidate interviews will be conducted by the Library Director and a final choice will be made."

Lisa M to contact NHLTA lawyer Melissa Martin for format recommendation, then final draft will be compiled by Barbara for review by Trustees and a copy will be given to Donna N at the Town Office. **Action by Lisa M & Barbara**

Director's Job Description: Proposed draft accepted unanimously with one change requested by John for item 12.L: "Oversee coordination and implementation of library programs activities with the assistance of the program committee and library staff."

Children's Librarian Job Description: John noted this was not provided in the 2008 Trustee Manual, so he provided copies of the current job description. He will confirm 200a doption date to add to the document. **Action by John**

Assistant Librarian & Aide Job Descriptions: John will complete updated documents for discussion at June Trustee meeting. **Action by John**

8.0 Other:

a. Director's Annual Review: Date set for May 12 at 6:30 PM.

b. Strategic Plan Committee: Terri was voted committee chair unanimously. She will form a committee and they will draft a charge for review at May Trustee meeting.

c. Harbor Site Sign: In March the Trustees discussed removing the harbor site sign since the active fund raising campaign is on hold. Barbara feels strongly the sign should stay, that it's removal would add to confusion about project status, and that clarification language should be added to the sign. Barbara will prepare a draft of how the sign would be modified for review at May meeting. **Action by Barbara**

d. Parking: Rhonda reported Tony B can't find the NW property pin in the asphalt, however, the unmarked parking spaces along the Rte 11 raised curbing is State highway property, not the neighbor's.

e. Outside Bulletin Board: John requested a policy for exclusive use of the bulletin board for Library and Library Friends purposes. Trustees voted unanimously to set this policy. John noted that it was empty all winter and will endeavor to keep it in use year-round in the future.

f. Book Sale July 11th Planning: Books are coming in. Lisa has reserved gym. Storage units are 361 & 362. Rhonda will provide lock combination. **Action by Rhonda**

g. Stimulus Funds: Barbara forwarded link to State website on Stimulus funds to all; funds for the purpose of making public buildings accessible are not part of the program. Make-up of community development grant program unknown at this time. In any event, to make the Library accessible, an elevator would be required.

- h. NHLTA Seminar on Fundraising and Grant Writing: Rhonda and Barbara attended last Saturday in Epsom. See Summary Rhonda submitted. Main take-aways:
- Trustees should always be advocates for the library spiritually and financially.
 - Many other towns have experienced ups and downs in their quest to build a new library. We are not alone – you have to persevere !
 - We learned keeping in contact with donors is critical and that we need to send a letter updating past donors about the current status of the project. Barbara will draft a letter for review at the May meeting. **Action by Barbara**
- Emma Smith was scheduled to present, but was unable. She has offered to provide a mini-presentation to our Board at next month's meeting. Board accepted the offer. Rhonda will contact Emma. **Action by Rhonda**
- i. Volunteer Bulletin Board: Rhonda would like to see volunteers acknowledged and other volunteer opportunities advertised (seeking committee members, etc) on a wall and on the website. Discussion to continue. National Volunteer Week - thank you cards being sent out to our regular volunteers.
- j. Tracking Volunteer Hours: Rhonda was begun entering 2008-9 volunteer hours into the campaign software for use in PR and grant writing. She asks that all volunteers submit their time and tasks on a quarterly basis. **Action by All**
- k. Status of Building Project:
- John noted staff continues to struggle with answering patron questions and sees this increasing as the seasonal population arrives back in town. He now has copies of the Trustee statement to hand out at the main desk. We will take the following measures to inform the community and ease the burden on the staff:
- Xan will attend 30 Apr staff meeting, Barbara offered too if John wants.
 - ½ page ad in Shopper with Library logo and March Trustee statement on status of project. Unanimous vote to fund max \$300 from campaign funds. **Action by John**
 - E-mail Trustee statement to Library patron list. **Action by John**
 - Do a press release about the Statement. **Action by Dick Katz**
 - Get the statement up on the library website. **Action by John**
 - Rhonda reported Lisa M is working on a revised brochure which will include responses to typical questions the staff are getting, information about the feasibility study and the Trustee Statement. Critical to have available in June. **Action by Lisa M & Rhonda**
- l. Rhonda reported a community member has offered to buy a small ad in the summer issue of the SooNipi magazine to promote the library. Trustee agreed ad content to be: "What's Up at the Abbott Library in Sunapee? Stop in or visit www.abbottlibrary.org"
- m. Weeding: Lisa is concerned about the amount of weeding taking place to make room for new acquisitions and would like to review this policy. Since John will not be present at the May Trustee meeting, we will take this up in June. **Action by Board**

Adjourned 8:30 PM.

Next Meetings: Director's Review: 12 May, 6:30 PM at library.

Regular meeting: 19 May 2009, 6:30 PM at Library.