

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

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

- 1.0 Secretary's Report: 21 Apr and 12 May 2009 meeting minutes: Motion Lois, 2nd Rhonda, accepted unanimously.
- 2.0 Guests:
 - a. Rhonda reported Emma Smith was not able to attend tonight. Her presentation on financial strategies for trustees is tabled till June. Emma brought the Trustee Statement regarding the new library project to the State Library Trustee Board and they send us kudos for recognizing the economy and best wishes for the project.
 - b. Betty Tatlock for The Friends: 19 May Update: No new business. Tomorrow night is Rebecca Rule program.
- 3.0 Treasurer's Report (see April Accounts Summary)
 - a. April Budget & Accounts Summary: Motion Xan, 2nd Rhonda, accepted unanimously. CC Refund Account funds currently in a checking account will be shifted to the CD. One withdrawal is allowed without penalty if funds are needed. Tracy spoke with Bill Sharf regarding Trust Funds and he will get back to her on what the 'Library General' fund can be used for. Tracy to report. **Action by Tracy**
 - b. Campaign Records Report: May Update: Rhonda reported she is working with Brenda Green, Friends Treasurer to sort out records of funds received and returned to the Friends. Some funds from the public had mistakenly been sent to the Friends instead of directly to the Campaign, so this is complicating the bookkeeping. Hopefully this will be resolved soon. **Action by Rhonda**
- 4.0 Director's Report (see May Director's Report)
 - a. Director's Report: Motion Rhonda, 2nd Tracy, accepted unanimously.
 - c. SHS Senior Project: No word from school yet. Rhonda will check. **Action by Rhonda**
 - d. Museum Passes: Rhonda reported she didn't hear back from John in time for SPTO action on funding other museum passes. With Boston Museum of Science at \$600, this might be possible for the SPTO to sponsor with another funder. PR on Museum Pass program coming in June. **Action by John**
 - e. Pending:
Community Survey: On hold as of Jan '09.
Ask Friends for funding of Library Telescope Project: Betty commented a request to the Friends would have to wait till August meeting. **Action All**
- 5.0 Program Committee (no report)
 - a. Pending: Action on Paws to Read.
- 6.0 Building Committee (see May Committee Report)
 - a. B Comm Report: Moved Rhonda, 2nd Tracy, accepted unanimously.
 - b. Barbara overviewed project cost handouts. Budget projections, cost saving and phasing options will be discussed at the June B Comm meeting and recommendations will be brought back to the Trustee's at their June meeting. **Action by B Com**
- 7.0 Strategic Planning Committee (see May Committee Report)

- a. Strategic Planning Committee Report: Moved Tracy, 2nd Lois, accepted unanimously.
- b. Terri noted there will be one meeting this summer, then main work of Committee in the fall. She has 3 committee members so far, Brian Garland, Tracy Nangeroni and Mario Capozzoli. Tracy is looking for 6 to 7 people on the committee. Motion to accept committee members to date moved by Rhonda, 2nd by Barbara, accepted unanimously.

8.0 Policy Review

- a. Personnel Policy: May update: Pending. 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. May pending. **Action by Lisa M & Barbara**

Children's Librarian & Assistant Librarian Job Descriptions: Tabled till June when John is back. **Action by All**

Safety and Patron Service Policies tabled till June when John is back. **Action All**

Wireless Internet Policy: Rhonda moved, 2nd Lisa, unanimously approved draft as written.

9.0 Other:

- a. Director's Review: Xan will set up date in June to meet with John. **Action by Xan**
- b. Harbor Site Sign: Barbara moved to keep sign in harbor with "Fundraising on hold due to economy" added, 2nd Rhonda, unanimously accepted. "See new information" will be added once new brochure is available. Barbara to adjust sign. **Action by Barbara**

Lisa B noted that after the posters were taken down in March, more rather than less questions were generated about the project.

- c. Book Sale July 11th Planning: Need to start sorting books. We will email each other when time is available to go to the storage unit. **Action by All**
- d. NHLTA Seminar on Fundraising – Donor Letter: Barbara asked for comments on draft donor letter. Final action will be taken at June meeting. **Action by All**
- e. Volunteer Bulletin Board: May Update: Tabled till June when John is back.
- f. Tracking Volunteer Hours: Rhonda requested quarterly time/task reports from all library volunteers. **Action by All**
- g. Status of Building Project:

Xan reported she met with staff their April meeting and got a list of frequently asked questions, which will be addressed in the new brochure and on a poster for in the library. Rhonda is working with Lisa B and Mario on the new brochure. Goal is to have this ready for review at June Trustee meeting. Rhonda will send out a draft prior to next meeting. **Action by Rhonda & Lisa**

Kathryn asked what else can be done to support the staff so that ambiguity is not conveyed to patrons. They should be library advocates and comfortable talking with patrons. Xan reviewed actions discussed at Apr meeting including Shopper ad, press release and info up on website.

Status of Riverway Share Donations: Rhonda reported 21 shares were donated this week, for a total of 40 shares so far. Rhonda noted there is an article about this in the latest Riverway shareholder's newsletter.

- h. Weeding / Collection Policy: Draft will be sent out to all again. **Action by Barbara.**
For June meeting discussion. **Action by All**

- i. July 4th Scavenger Hunt: Rhonda asked if Trustees wanted to participate in this harbor event again this year. Last year we promoted the reading program and library cards. Rhonda would be organizing it with Sharon T and Brenda Huff again. Barbara and Faith volunteered again.
- j. NHLTA Personnel Management Conference, 25 April: Xan distributed a chart of Trustee and Director duties to all. Xan will meet with Donna N to discuss ways to adjust the personnel review form to better suit library use. **Action by Xan**

Adjourned 8:10 PM.

Next Regular meeting: 16 June 2009, 6:30 PM at Library.