

Members Present: Xan Gallup, Rhonda Gurney, Lois Gallup, Faith Reney, Barbara Chalmers,
Director John Walden
Members Absent: Lisa Bozogan, Tracy Nangeroni, Alternate Terri Jillson White
Attendees: Emma Smith, Dick Katz, Peter Urbach, Robert Goold
From: Barbara Chalmers

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

- 1.0 Secretary's Report: 19 May minutes and 10 June non-public minutes: motion Xan, 2nd Rhonda, accepted unanimously.
- 2.0 Guests:
 - a. Emma Smith shared recommendations for fund raising from her experience working in development at New England College and Colby-Sawyer College.
 - * Trustees must give first to the campaign, then they support the project.
 - * Emphasize building relationships with potential donors, not the dollars.
 - * Organize your visits to potential donors - find out about them before the visit.
 - * Stewardship: Stay in contact with donors, send thank you notes, keep them informed, maintain a personal relationship.
 - * Be prompt to meetings and dress appropriately.
 - * Prior to fundraising, set up teas to speak with potential donor groups about the project. Be sure to have pictures and literature about the project.
 - * During the active phase of fundraising, fundraisers should meet twice monthly to share experiences.
 - * At the conclusion of fundraising, a summary report to provide accurate information is important. Be alert to donors that wish to remain anonymous and those to be acknowledged.
 - * Ground breaking ceremony should involve all donors.
 - b. Dick Katz for The Friends: Pancake Breakfast preparations underway. More advertising this year. John will get up on library website. **Action by John**
Next Friends meeting; second Wednesday in September.
- 3.0 Treasurer's Report
 - a. May Budget & Accounts Summary: Tracy has not been able to get the monthly reports together yet. Item tabled till July. **Action by Tracy**
CC Refund Account: Funds have been invested in the local CD for better interest earning.
Pending: Report on use of 'Library General' trust fund. **Action by Tracy**
 - b. Campaign Records Report: June Update: Rhonda reported no new information to report on work to resolve Campaign records. She is working with Friends Treasurer to sort out records of funds received and returned to the Friends. **Action by Rhonda**
- 4.0 Director's Report (see June Director's Report)
 - a. Director's Report: Motion Lois, 2nd Rhonda, accepted unanimously.
 - b. May Statistics: Adult circulation up, children down.
 - c. Museum Pass Program: Website registration in use. John prepared a brochure about the program and will make more for Pancake Breakfast and Book Sale. **Action by John**
 - d. Summer Kids Programs: 53 elementary students signed up for reading, starts next Wednesday. Teen program starts July 6.

- e. Global Road Warrior: website has been added to the Library's site. This has loads of information about places to travel.
 - f. 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 by Trustees**
- 5.0 Program Committee
- a. John reported he would prefer to organize the programs with informal assistance of others, including Rhonda. Motion by Lois to dissolve the Program Committee, 2nd Rhonda, unanimous vote.
 - b. Pending: Action on Paws to Read.
- 6.0 Building Committee (see June Committee Report)
- a. Building Committee Charge: Moved by Rhonda to accept proposal as written, 2nd Faith, accepted unanimously.
 - b. Revised Scope/Cost Recommendation: Moved by Lois to accept recommendations, 2nd Rhonda, accepted unanimously.
Barbara will be contacting another construction company regarding getting another estimate to help confirm estimated project cost. **Action by Barbara**
 - c. Expand-in-place Concept: Barbara explained pros/cons of concept, explored in greater detail in response to interest from the community. Trustees tabled further discussion until next month when full Board is in attendance. **Action by Trustees**
- 7.0 Strategic Planning Committee (see June Committee Report)
- a. New Chair Needed: Xan noted a new chair to be found hopefully before September when the Committee was to start work.
 - b. Committee Report: Rhonda moved to accept report, 2nd Lois, accepted unanimously.
- 8.0 Policy Review
- a. Personnel Policy: Xan reported on conversation with Donna N, who recommended the Library have a supplementary policy, rather than replace the Town policy, which must be reviewed with library employees before adoption.
Barbara to contact NHLTA lawyer Melissa Martin for format recommendations, then compile final draft for review by Trustees and copy Donna N at the Town Office. **Action by Barbara**
Director's Performance Review Form: Xan spoke with Donna about modifying the form to be more appropriate for the library. Donna indicated categories and point system must remain consistent, but left door open to modifying text. Xan and Emma will check on what other libraries use. Xan to draft revisions. **Action Xan and Emma**
Assistant Librarian Job Description: Moved by Rhonda to accept as written, 2nd Xan, accepted unanimously.
Safety Policy: John has not reviewed draft yet, has discussed emergency button with Town Manager and is getting an estimate. Tabled till July. **Action by John**
Patron Service Policy:
John will discuss name tags with staff this week. Tabled till July. **Action by John**
Collection Policy: Tabled to July since Lisa is not present.
- 9.0 Other:
- a. Resignation: Board accepted with regret Lisa Meehan's Alternate resignation by unanimous vote with Rhonda abstaining.

- b. Recommendation of Robert Goold for Alternate. Barbara moved, 2nd Lois, unanimous vote to recommend. Xan will contact Selectmen for his appointment. **Action by Xan**
- c. SHS Senior Project: Rhonda reported library projects were not selected by a student this year.
- d. Project Brochure: Rhonda reported final version isn't ready yet. Will be trifold for mailing, including Trustee statement, updated FAQs & costs . **Action by Rhonda**
- e. Harbor Site Sign: Barbara reported sign about fundraising status installed, new laminated building rendering sign pending, Trustee statements are in brochure pocket.
- f. Book Sale Planning: Sorting going well. Need more boxes. Xan is organizing where left over books go. **Action by All**
- g. Volunteer Bulletin Board: John will post a flyer asking for volunteers for Trustee Alternate, Strategic Planning Committee and grant writing. **Action by John**
- h. Tracking Volunteer Hours: Rhonda requested quarterly time/task reports from all library volunteers by July 10. **Action by All**
- i. Donor Letter: Draft letter was approved unanimously with inclusion of support of Harbor site as one of the conclusions of the Campaign Feasibility Report. Rhonda will make mailing labels from the fundraising program. She estimates a 400-450 piece mailing and suggested using the Friends postal permit. Intent is to mail out letters with the new flyer. **Action by Barbara & Rhonda**
- j. Stock for Land Donation Update: John reported another 39 Harbor Riverway Inc shares donated toward purchase of harbor site. Shares now total 58. John sends a thank you letter to all donors.
- l. Meeting Location: Xan is looking into using Town Hall meeting room for Trustee meetings for the fall. **Action by Xan**
- m. July 4th Scavenger Hunt: Rhonda reported on plans for 2nd annual children's scavenger hunt prior to fireworks display sponsored by Harbor businesses. The Library will be represented on the Harbor Riverway site, promoting the library and its activities.
- n. Cell Phones for Soldiers: Patricia Halprin is coordinating a donation program of used cell phones for soldiers and requested a location for a drop-off basket. All agreed this is a good idea and space will be found for the basket.

Adjourned 8:30 PM.

Next Regular meeting: 14 July 2009, 6:30 PM at Library.