

Members Present: Xan Gallup, Rhonda Gurney, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, Alternates Terri Jillson White and Ryan Goold, Director John Walden
Members Absent: Lois Gallup
Attendees: Dick Katz, Peter Urbach, Anne Nilsen, Mr & Mrs Wilson
From: Barbara Chalmers

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

- 1.0 Alternate Ryan Goold replaced Lois Gallup for the meeting.
Secretary's Report: 14 July minutes: Motion Rhonda, 2nd Tracy accepted unanimously.
- 2.0 Guests:
 - a. Dick Katz, Friends President: Next meeting of Friends is Sep 16 at Methodist Church with presentation by Babe Sargent & Ron Garceau on the old hotels. In response to Terri's query, he noted so far the annual drive is about 15 – 20% less than last year.
- 3.0 Treasurer's Report: (see July Account Summaries)
 - a. July Budget & Accounts Summary:
Tracy reported that ASK Program designated contributions will be separately tracked in future. In light of the insurance item below, Tracy will project costs to end of year. Just under \$42,000 remains to cover expenses. **Action by Tracy**
Tracy requested an annual summary of Friend funds given to support the library. Dick agreed. **Action by Friends**
Insurance Cost Overage: John reported an employee's health insurance status changed incurring about \$4000 more expense to the Library than was budgeted. No one at the Town Office alerted John to this. He will endeavor to reduce spending in other areas to help cover this added cost through the remainder of the year.
Action by John
Trust Fund Use: Tracy will call Donna at Town Office to find out if these funds are unrestricted. **Action by Tracy**
 - b. Campaign Records Report: Rhonda reported John Maple offered to resolve donation record discrepancies, which now stand at \$100. **Action by Rhonda & John Mapley**
- 4.0 Director's Report (see Director's Report)
 - a. SMHS – Library Programs: John met with Jon Reed and Sharon Parsons, teachers at SMHS and will soon formalize the school – library program relationship. Adult computer tech classes and a winter foreign film series are planned. John will survey patrons about their interests for planning the courses with Jon, possible courses include digital cameras, internet use, etc. **Action by John**
Museum Pass Use: John reported 59 pass requests: 9 Currier, 11 Indian Museum, 7 Squam Lakes, 8 VINS, 17 Fells, 7 Canterbury Shaker Village. He will continue to report on useage. **Action by John**
July Statistics: We set an all time useage record in July.
Library Telescope Project: John has taken no action, so on hold till next spring.
Front Desk Button: Pending date for installation from Collins Electric.
ASK Intern Position: Received 8 applications, will conduct interviews this week.
 - b. Pending: Community Survey: On hold as of Jan '09.
- 5.0 Building Committee (see Committee Report)
 - a. Basemt Stair Replacement: Barbara reported sketches in progress. **Action by Barbara**

- b. Air Quality & Mold Investigation: Proposals from Scott Lawson Group - \$2880 and Desmarais Environmental - \$1790. Rhonda moved to accept Desmarais proposal, 2nd by Lisa, unanimous vote.

Barbara will contact Desmarais to set up field visit with John. **Action by Barbara**

- c. Maintenance Items: John identified several building maintenance items:
 1. Repave parking lot due to uneven surface: Tony Bergeron is obtaining a quote.
 2. Inadequate electric power at patron computers, possible problem at copier: Barbara reported her husband, an electrical engineer, volunteered to trouble shoot the electrical system and make recommendations.
 3. Basement flooring & paint replacement: Flooring replacement may be part of air quality analysis recommendations.

Barbara commented order of magnitude cost of above about \$15k. More to report next month.

7.0 Strategic Planning Committee (see draft mission statement)

- a. Proposed Mission Statement: Xan moved to accept proposed mission statement, 2nd by Tracy, vote unanimous. Barbara reported first meeting Sep 3 at 6:30.

8.0 Policy Review – Tabled until September meeting.

- a. Personnel Policy: No word from Emma Smith on contact with Melissa Martin. Barbara has not reached Melissa for format recommendation. **Action by Barbara**
- b. Director's Perf Review Form Revisions: Pending, Xan to draft revisions. **Action by Xan**
- c. Circulation Policy: Review pending.
- d. Interlibrary Loan Policy: Review pending.
- e. Custodian Job Description: Review pending

9.0 Other:

- a. Volunteer Bulletin Board: Pending, John hasn't gotten to it yet. Rhonda asked that he make this a priority because volunteers are needed for our committees

Action by John

- b. New Brochure & Donor Letter: Rhonda reported 414 letters with new brochures were mailed out at a cost of \$141.45. 48 letters were undeliverable and Rhonda is following up on these. **Action by Rhonda**

Mr. John Wilson reported he had received this mailing. He commented that the letter should have been dated and that omitting the project history prior to 2007 town vote, was insulting to those who participated in that effort. Barbara apologized for any misunderstanding, and noted the purpose of the mailing was to bring donors up to date with what has happened since our last contact with them in 2007 regarding return of donations.

- c. Aug 10 Sunapee Center Site Meeting: Xan reported on meeting with Selectmen, School Board and Library Trustees regarding possible town purchase of this property for town / school / library use. The property is too small for use by the elementary school and School Board is moving forward with improvements to the Blodgett house for use as the SAU office. Library building needs were discussed. We reported only the ground floor of the existing structure was structurally suitable for a library. Meeting ended with no decisions made. Peter Urbach reported that the Selectmen held a subsequent meeting about the property with the Planning Board, which is not in favor of its purchase. His sense is that the Selectmen are dropping the matter.
- d. Terri reported on her conversation with a donor who has asked for the return of their donation. She requested the donor consider not withdrawing his funds while we are exploring new options right now. The donor feels the harbor site project is too costly

and sees no action being taken to move forward. Terri told him she would report their discussion to the Board and get back to him in a couple of weeks. He was agreeable to this.

- e. Peter Urbach sent the Board a letter in July urging Board action to determine if there is sufficient major donor financial support for the harbor site project. If there is not, then the Board needs to develop an alternative less costly plan as soon as possible to address the sever space problems of the library.

Rhonda noted the feasibility study recommended that this was not the time to begin fund raising, so taking such action now would be to ignore its recommendations. Have conditions changed to make this the right time?

Terri felt that delaying the work of determining major donor support because of the economic conditions was like an excuse for inaction and that we can't risk losing more donors.

Unfamiliar with the fund raising process, Ryan asked about hiring professional fundraising assistance and about the past effort. Peter briefly summarized the 5 year effort of the previous Board of Trustees and volunteers to fund raise \$1.3 million in cash and \$0.5 million in pledges. He noted it is hard work that involves the entire Board and needs to be started.

Barbara made a motion to re-form the Campaign Exploratory Committee. Its charge would be to determine potential major donors and contact them regarding possible future donations. Xan 2nd, unanimous vote. Rhonda and Ryan will co-chair.

Adjourned 8:10 PM.

Next Regular meeting: 15 September 2009, 6:30 PM at Library.