

Members Present: Xan Gallup, Rhonda Gurney, Lois Gallup, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, Alternates Terri Jillson White and Ryan Goold, Director John Walden
Members Absent: None
Attendees: Dick & Betsy Katz, Barbara Sullivan, Sue Gottling, Anne Nilsen, Jeanne & John Wilson, Ellie & Stephen White, Peter Urbach
From: Barbara Chalmers

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

- 1.0 Secretary's Report: 25 Aug minutes: Motion Lois, 2nd Rhonda, accepted unanimously.
- 2.0 Guests:
 - a. Dick Katz, Friends President: Meeting of Friends tomorrow night with presentation on old hotels of Sunapee. Friends donations this year to the library total about \$5,000 and include 2 computers, DVDs, film series, children's summer reading program support and museum passes. Donations this year to the Friends total \$14,000. The Trustees thank the Friends for their support.
- 3.0 Treasurer's Report: (see Aug Account Summaries)
 - a. Aug Budget & Accounts Summary:
Tracy reported:
Property insurance line item is being recalculated and corrected by Town office. Amount shown will change next month.
Expenses are on track with income for the year, with the exception of the health insurance line item.
Lois moved to accept Treasurer's report, 2nd Barbara, unanimous vote.
Insurance Cost Overage: John 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 reported 2 trust funds are available for interest income only. John will find out principal & interest for each fund from Bill Scharf. **Action by John**
 - b. Campaign Records Report: Sep: No Update. Aug: 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. Jury Duty: John reported he has jury duty beginning Monday and does not know the extent of time commitment. Staff will cover for him.
 - b. Library Computer System: Update scheduled for Oct 6.
 - c. 2010 Budget: John reported next year's budgeting has started and Town is looking for no increases. John questioned if funds for up-coming building maintenance items can be included.
 - d. Web site: John reported that library web site requires at a minimum, web browser version 6 for proper operation.
 - e. ASK Program: John reported many students participating this fall.
 - f. ASK Intern Position: John hired Shirley Weir, Heather's mother for 9 hr/wk, 9 months through end of school year. Barbara moved to approve hire of Shirley Weir, Lois 2nd, all in favor except Lisa, who abstained and indicated she felt uncomfortable voting since she knows nothing of Shirley's qualifications for the position.
 - g. Toddler Group: John is working with a volunteer mother who asked to start a weekly mother and toddler reading group.

- h. SMHS – Library Programs: Sept: No Update. Aug: 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**
- i. Museum Pass Use: Sept: No update. **Action by John**
- j. Front Desk Button: Pending date for installation from Collins Electric.
- k. Volunteer Flyer: This week John will prepare a posting for the website and a poster at the front desk requesting volunteers for alternate position and committees, as discussed with Rhonda. **Action by John**
- k. Pending:
Community Survey: On hold as of Jan '09.
Library Telescope Project: John has taken no action, so on hold till next spring.

5.0 Building Committee (see Committee Report)

- a. Basement Stair Replacement: Tony Bergeron feels that stairs can be built by town carpenter/maintenance person. Sketches almost completed. **Action by Barbara**
- b. Air Quality & Mold Investigation: Site visit and sampling completed. Report should arrive in 7 to 10 days. **Action by Desmarais Engineering**
- c. Maintenance Items: Update on items identified in August:
 - 1. Repave parking lot: quote pending. **Action by Tony Bergeron**
 - 2. Inadequate electric power at patron computers & possible problem at copier: Barbara reported voltage is fine at copier. Which breaker tripped is not known, so all circuits will be checked in subpanel. **Action by Barbara**
 - 3. Basement flooring & paint replacement: Flooring replacement may be part of air quality analysis recommendations.
- d. Old Town Hall: Rhonda reported on building committee meeting with Old Town Hall Committee (Barbara did not attend due to family medical emergency). See committee report.

Barbara reported on building code limitations for the library if located in OTH, including converting to 2 stories with basement and mezzanine. To provide 9,300 sf, a 2 story addition of approximately 1600 sf per floor would need to be added to the original barn structure (less current east wing). Approximately 30 to 34 parking spaces could be achieved on the combined Riverway – OTH lot.

Rhonda made a motion for the Building Committee to work diligently with the Sunapee Harbor Hotel Livery Committee (formerly OTH Committee) to determine if the library can be located in the OTH building. 2nd Tracy. Discussion:

Lois is concerned about expending funds on further studies.

Barbara volunteered to develop a conceptual architectural design at no cost so that estimating can be done. Cost estimating may or may not require funds.

Steve White urged a plan be developed to determine the level of community support.

Lois is concerned another library proposal before the town will adversely impact our credibility to raise funds.

Barbara Sullivan noted with many who feel this is worthy of consideration and that the Trustees should explore it. Joining the projects potentially solves the problem of raising funds for both projects.

Ryan said he is very excited about the idea.

Lisa noted we are not committing ourselves to any change of direction by exploring this and can gain good will through community collaboration.

Xan inquired about previous considerations of OTH use. Barbara noted in 2007 the Building Committee met with OTH Committee to discuss 3 options: library in OTH, library in part of OTH and attached to it and Library as a separate project. At that time the OTH Committee was just starting to explore their funding and use options and was not looking to commit to the building becoming a library. Consequently, both projects moved ahead separately. Now, they view the library as a viable OTH occupant.

Peter Urbach noted in 2002, architect Patricia Sherman had dissuaded the building committee from considering the OTH due to structural considerations.

Xan noted we have spent a lot of time and money on the present harbor proposal and should make a determination about its financial viability as voted last month by contacting major donors before we muddy the waters with consideration of another option.

Rhonda noted this is revisiting a previous opportunity and has the potential of gaining substantial new support. By looking at this, we are following the Trustee Statement of exploring other opportunities as they arise.

Betsy Katz noted that a joint venture could increase grant opportunities.

Vote on motion: Passes 5-2. Rhonda, Faith, Tracy, Barbara, Lisa for and Xan, Lois against.

6.0 Strategic Planning Committee (see committee report)

- a. Barbara noted the SMHS librarian Ray Palin has joined the committee and that we are making good progress with the Mission Statement and will be starting on the Vision Statement at next meeting.

7.0 Campaign Exploratory Committee

- a. Rhonda reported the committee consists of Ryan, Barbara Sullivan and Sherri Bonfiglio, who will assist in researching grants. The committee has not yet met, but will soon. Ryan reported he has spoken with the chief fundraiser at New London Hospital who will provide names of helpful fundraising professionals. Rhonda described grant opportunities discussed with Sherri.

Terri commented that the committee's charge is not to search for grants, but to determine whether a base of potential major donors exists for the harbor project. She is concerned that exploring the OTH option will cloud this effort.

Peter Urbach questioned whether it makes sense to proceed with the committee's charge if another option is being explored.

Barbara made a motion that the Campaign Exploratory Committee shall report back to the Trustees and get authorization before contacting donors. 2nd Lois, unanimous vote.

John commented that we all want a new library, but we need to stop putting new options on the table after we look at OTH and move forward in one direction to its conclusion.

Barbara Sullivan noted the taking a step back to find the right solution is doing our job.

8.0 Policy Review

- a. Personnel Policy: Barbara and Emma have been unable to reach NH Trustee Association volunteer attorney Melissa Martin for format recommendation, therefore, Barbara moved to send the Library's draft policy, in amendment format to the Town's Handbook, to Donna for comment. 2nd Lisa, unanimous vote. **Action by Barbara**
- b. Director's Performance Review Form Revisions: Xan has reviewed 5 other formats very similar to our Town's and will draft content revisions, maintaining the scoring system. **Action by Xan**
- c. Circulation Policy: John noted that the draft policy increases the non-resident card fee from \$20 to \$40, which is still less than what our neighboring libraries charge. He also

noted the fee for a temporary card should be non-refundable. Barbara made a motion to accept the draft edited by John with the addition of “not” in item #3 page 2, making temporary card fees not refundable. 2nd Tracy, vote unanimous.

- d. Interlibrary Loan Policy: To be reviewed at October meeting.
- e. Custodian Job Description: Barbara made a motion to accept draft job description, 2nd Lisa, unanimous vote.

9.0 Other:

- a. Donor Letter: Sept: No Update. Aug: Rhonda reported 48 letters were undeliverable and is following up on these. **Action by Rhonda**
- b. Donor Update: Terri had a follow-up conversation with the donor. He has agreed to allow us to hold the donation with monthly updates on the status of the project. Terri will email him monthly and follow-up in case he has any questions. All thank Terri for her efforts. **Action by Terri**
- c. New Donation: John reported a new \$500 memorial donation towards the new library. The donor requested that her brothers be notified of it (they had previously donated then withdrew their donations). John will send letters, with a copy of the donation letter. **Action by John**
- d. Chowder Challenge: The Library will not set up an information tent this year.

Meeting adjourned 8:10 PM.

Next Regular meeting: 20 October 2009, 6:30 PM at Library.