

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

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

1.0 Secretary's Report:

15 Sep minutes: Motion Rhonda, 2nd Tracy, unanimous vote.

6 Oct minutes: Correction: John reported on basement leak at Safety Services building, not Lois. Motion to accept with correction Xan, 2nd Lois, unanimous vote.

13 Oct minutes: Correction: Faith was not in attendance. Motion to accept with correction Xan, 2nd Rhonda, unanimous vote.

2.0 Guests:

a. Dick Katz, Friends President: Annual meeting of Friends with presenters Babe Sargent and Ron Garceau was a great success, 105 people attended.

b. Rhonda introduced Barbara Sullivan, of Georges Mills, member of the Campaign Exploratory committee.

3.0 Treasurer's Report: (see Sep Account Summaries)

a. Budget & Accounts Summary:

Tracy reported:

- Property insurance line recalculation by Town office still pending. Amount shown has not yet been corrected.
- Expenses remain on track with exception of health insurance line item.
- Barbara asked why budgeting runs Jan to Dec and not Mar to Feb since budgets are approved by voters in March. Library fiscal year is consistent with Town's. Budget and spending for months Jan and Feb are assumed per proposed budget and if not approved by voters defaults to previous year's budget and subsequent spending must be adjusted.
- Tracy noted that she and John use different accounting programs. It would make a lot of sense to purchase a basic laptop that can run Quickbooks and get 2 licenses, then information about the budget can be readily available to both. Campaign software could also be loaded. This would make the transition to future treasurers much simpler. Ryan noted a suitable laptop could be purchased for \$300 and offer to help get the right unit. Current laptop is slow and would need upgrading, probably not cost effective. Dick Katz said this would be something the Friends would consider purchasing, if a proposal is brought to them for their November board meeting. John, Tracy and Ryan to work up software and hardware costs.

Action by John, Tracy and Ryan

Lois moved to accept Treasurer's report, 2nd Rhonda, unanimous vote.

Insurance Cost Overage: John to reduce spending in other areas to help cover added insurance cost through the remainder of the year. **Action by John**

Trust Fund Use: Interest payment requested from Bill Scharf, Trustee of Trust funds for 2007 & 2008. Tracy expects to receive \$915.41. **Action by Bill Scharf**

b. Campaign Records Report: Rhonda reported John Mapley has signed off on reconciliation of remaining donation record discrepancies. Peter Urbach noted that those responsible for the previous campaign's finances are now cleared of any current Board insinuations of improper financial accounting.

4.0 Director's Report (see Director's Report)

a. 2010 Budget: John presented a budget for 2010 that increased expenditures by \$12,799, or 4.7%. He noted Town Manager had advised to level fund departments. Most of the increase is in employee payroll & benefits. Line item clarifications:

- Payroll: Increase reflects payroll step increases and ASK intern. Current budget funds ASK intern position to Dec 2009. Lisa asked what pay rate was, John responded \$10.61/hr. There is no cost of living adjustment in this year's budget since cost of living has actually declined. Step increases are automatic if employee has favorable evaluation unless Selectmen change these increases.
- Benefits: Change is related to the employee change in health insurance status, plus increase in health insurance costs.
- Non-employee portions of budget are down or level, except electricity rate increase. Fuel is locked in through June.
- Copier: Cost up but machine supplies are down due to change in patron internet printing.
- Program: For outside program costs.
- Program Supplies: For after school program. This is also supported by Trust and Fines account.
- Computer Support: This is IT tech support. Ryan noted it was less than \$100/month and offered to assist John.
- Programs, supplies & memberships (museum passes): Lower than real costs due to Friends funding assistance.
- Bldg Repair & Maintenance: Includes carpet cleaning, snow removal and mowing, no building systems or finishes repair / replacement.
- Software: Computer licenses including \$5200 for TLC library system license.
- Discussion:
 - Lisa reported that the Town expects level funded department budgets for 2010 unless a department's revenue can cover the increase. John noted that library doesn't incur significant outside income. Given tough economic and unemployment conditions, Lisa supports level funding. John noted that level funding can mean holding existing staff and services, and cost increases associated with them, just not new items.
 - Barbara noted that the Trustees need to authorize the ASK intern position for next year. She supports the need to not have the budget increase this year and proposed elimination of ASK intern and reduction in collection acquisition to reduce budget. Lisa suggested use of volunteers to assist with ASK.
 - Barbara is also concerned that no money is included for building maintenance, especially when we have known needs for stair replacement, flooring and pavement repairs, mold remediation and repair. This needs to change, now and in the future. Rhonda urged more funds in the maintenance budget. Tracy commented that we should not be counting on the Friends to fund items like the hot water heater. Xan urged funding through a warrant article and not as a budget item which could be shot down by the budget committee. Lois agreed. There would be a better chance to get voter approval by making one warrant article of \$30,000 to \$50,000 for all building repair items. Lisa wondered what happens if the article doesn't pass?
 - Tracy asked what is the responsibility of the town to maintain the building? Lois noted that the Trustees had wanted to sell the building, but the Town would not allow it to be sold. Peter commented that the library is owned by the Town,

however, the library Trustees have an equitable interest in the Library, proportional to donations they raised for the construction of the building, determined at about a 70 (Library) – 30 (Town) split. This does not translate into ownership by the Trustees. Barbara reported that as described in last weekend's Trustee management seminar, it is the Trustee's responsibility to budget the proper funds for building maintenance, and it is the Town's responsibility to fund it.

- John noted if the budget must be level funded, the only place with discretionary funds is unfortunately the collection. Rhonda doesn't want to cut collection dollars. Lois commented that new materials are the foundation of the library and shouldn't be cut.
- John spoke against elimination of the ASK position and that the Trustees should support the budget as presented and fight for it with the Selectmen. He said the Town should financially support the library more than it does.
- Barbara moved to eliminate the ASK intern position from the budget, estimated at \$4474, 2nd Lisa. Discussion: John said this position has freed him up for other tasks. He noted that he told all the applicants that funding for the position may end in December due to economic conditions. There was discussion to consider eliminating a portion of the ASK intern funding related to next fall.

Vote on motion: Barbara, Lisa & Rhonda: yes; Lois, Xan: No; Faith & Tracy abstained. Motion carried. John said he was very disappointed in the vote.

- Lisa noted the annual book sale disposes of a lot of new large print books and asked John about trimming this budget. He acknowledged this and noted a change was being made from the standing order account of best sellers and acknowledged some dead wood in the selections. Some savings could be made but wouldn't amount to much more than a few hundred dollars.
- Discussion that ASK Intern has been cut and good faith effort has been made to cut the budget. John, Tracy, Lois and Rhonda urged to go to Selectmen with where we are without further cuts.
- Rhonda noted it is our responsibility to be budgeting for building maintenance and put some funds in now was a start. She asked John if there was a building maintenance schedule so that costly items like carpet replacement can be better budgeted in the future. John said he is working on it. Rhonda moved to increase Bldg Repair & Maintenance by \$2000, 2nd Lisa, Discussion: Vote was unanimous.
- Lois moved to accept the revised budget with the 2 previous motions of adjustment (\$281,091 or 3.4% increase) for presentation to Selectmen and Budget Committee, 2nd Rhonda, vote unanimous. John commented that he had hoped the Trustees would support the budget as presented without reductions prior to its presentation. He indicated this action will further deteriorate staff morale and make his job more difficult since his time will be needed to assist the after school program again. He noted we will not be able to take on any new initiatives and will be doing less in the future.

Budget review is Nov 6, 11 or 11:30 AM with Selectmen and Budget Committee. John asked for Trustee presence to support the budget.

Action by all

- b. Toddler Group: John reported at Oct 6th meeting that starting the Toddler Group is on hold due to the mold issue.
- c. SMHS – Library Programs: John was unable to meet with Sunapee Seniors due to jury duty, so plans to start computer classes have not yet been finalized yet. No report on film series plans. No report on web site patron survey results. **Action by John**

- d. John has been working with the new auditor on the books.
- e. Museum Pass Use: Sep and Oct report on useage pending. **Action by John**
- f. Front Desk Button: No installation date yet from Collins Electric. **Action by John**
- g. Volunteer Flyer: Website posting is up; front desk poster pending. **Action by John**
- h. Pending:

Community Survey: On hold as of Jan '09.

Library Telescope Project: On hold till next spring. Lisa and Dick encouraged John to consider moving forward with this. Winter skies are great for star gazing.

5.0 Building Committee (see Committee Report)

- a. Air Quality & Mold Investigation: Barbara provided a remediation proposal spread sheet. She noted proposals are different and not directly comparable. However, DecTam and Granite State appear to be best value and most similar. Remediation approach is to start at known problem areas and work out until materials are clean and free of mold so removal scope is as limited. Barbara recommends carpet removal due to possible contamination and carpet is beyond its useful life.

John reported conversation with Ray Demarais:

- General mold count of 200-300 is OK, but Versicolor is toxic and at 7 times outdoor level. Versicolor count should be zero.
- If no visible mold on books, then they are probably fine.
- If vapor barrier exists behind drywall, contamination should be limited. Barbara will drill hole to determine presence of vapor barrier. **Action by Barbara**

Trustees agree to remove the books with volunteers. Barbara offered use of her HEPA vacuum. Everyone will work to get boxes. **Action by All**

John reported about 2000 books to be moved to Safety Services.

Volunteers will remove the bookcases and furnishings to north basement room.

Carpet will be removed in Rooms 1 & 2 only, with remainder of basement carpet cleaned and antibacterial sprayed as part of remediation cleaning.

Ceiling tiles will not be removed, but will be vacuumed as part of remediation cleaning.

Books on interior walls of Rooms 1 & 2 will remain in place and be excluded from remediation containment area.

Pete's Shed space will not be needed. John will let them know. **Action by John**

ASK program will remain at the Methodist Church. Donation amount to be determined at next meeting. **Action by Board**

Installation of furnace HEPA filter to be coordinated with remediation work schedule.

Trustees voted unanimously to hire Granite State for the mold remediation Rough estimated cost of project with flooring is about \$25,000, although fixing basement leaks are just a guess.. Barbara will contact Granite State. **Action by Barbara**

Xan will attend the next Selectmen's to report on the mold issue and ask them how they plan on funding it since the library has no funds to cover this unexpected cost. Other Trustees are encouraged to attend. **Action by Xan**

- b. Basement Stair Replacement: Sketches completed, copy given to Tony Bergeron. John reported Tony has indicated work is more than town carpenter/maintenance person can do. Barbara will contact local contractors for quotes. **Action by Barbara**

- c. Maintenance Items:

1. Repave Parking Lot: No estimate yet; consider patching, not complete repaving.

Action by John

- 2. Patron Computer Power investigation: Pending. **Action by Barbara**
- 3. Basement flooring: Barbara reported new vinyl composition tile for Rooms 1 & 2 and rubber stair treads will cost about \$3500. She will contact flooring contractors for estimates. **Action by Barbara**
- . d. Old Town Hall: Barbara provided a copy of concept sketches to Faith and Lisa, other Trustees and John have seen them at committee meetings.
- 6.0 Strategic Planning Committee (see committee report)
 - a. Barbara reported committee work is completed. Recommended mission statement and goals statements have been submitted to Trustees for discussion and adoption vote next month. Next step is a 3 year goals / action plan to be developed jointly by Trustees and staff. **Action by all**
- 7.0 Campaign Exploratory Committee
 - a. Rhonda reported committee met today, composed of Ryan, Barbara Sullivan, Sherri Bonfiglio and Rhonda. They discussed the charge and would like to expand it to include a grant research plan and a fundraising process plan. Sherri will work on grant research, Ryan and Rhonda on the process plan and Barbara on identifying potential major donors. Motion to expand charge, unanimous vote.
- 8.0 Policy Review
 - a. Personnel Policy: Barbara reported Donna expects to get comments to us in 2 weeks.
 - b. Revised Director's Performance Review Form: Tabled to Nov meeting. **Action by Xan**
 - c. Circulation Policy: Amendment for non-return pending.
 - d. Interlibrary Loan Policy: Tabled to Nov meeting.
- 9.0 Other:
 - a. Donor Letter Mailing: Rhonda reported another 24 letters returned as undeliverable.
 - b. Donor Update: No update. **Action by Terri**
 - c. Date for Director mid-year performance review: Dec 8 at 6:30.
 - d. Rhonda has researched the CLif Grant Program for small NH and VT libraries that supports purchase of children's books. Application is a simple questionnaire and due in February. Everyone thought this was a great idea. John will apply for it. **Action by John**
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Meeting adjourned 9:10 PM.

Next Regular meeting: 17 Nov 2009, 6:30 PM at Library.