

Members Present: Xan Gallup, Rhonda Gurney, Lois Gallup, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, Alternates Terri Jillson White, Ryan Goold, Director John Walden

Members Absent: None

Attendees: Nancy Chamberlain, Sue Gottling, Anne Nilsen, John Wilson, Peter Urbach, Sharon Montambeault, Barbara Hollander, Karen Atwood, Alice Josephs, Heather Weir, Catherine Bushueff, Dan Banks

From: Barbara Chalmers

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

1.0 Secretary's Report:

17 Nov minutes: Motion by Rhonda to accept minutes, 2<sup>nd</sup> Lois, unanimous vote.

20 Nov minutes: Motion by Lois to accept minutes, 2<sup>nd</sup> Tracy, unanimous vote.

8 Dec minutes: Motion by Rhonda to accept with addition of who made motion to go into non-public session and who voted for it, 2<sup>nd</sup> by Tracy, unanimous vote.

2.0 Treasurer's Report: (see Nov Account Summaries)

a. Budget & Accounts Summary:

- Tracy noted property insurance line is now shown correctly.
- Tracy reported trust fund interest check was mailed, but to wrong address, so it was delayed and is now expected any day.
- Tracy suggested moving funds from low interest bearing money market (\$18,000) to the Sugar River Bank CD, which would also help consolidate accounts. Barbara made a motion to consolidate funds into account as suggested by Tracy, 2<sup>nd</sup> Xan, vote unanimous.
- Tracy noted the CD comes due on 5 March 2010.
- Motion by Xan to accept Treasurer's report, 2<sup>nd</sup> Lois, unanimous vote

b. Financial Laptop: Tracy reported laptop and software for accounting was purchased with funds from Friends, thank you, Friends, and assistance from Ryan is needed to load software and get it set up. Ryan will set up time in coming week. Action by Ryan, John and Tracy

c. Donor: Tracy noted that a letter requesting return of \$1000 donation was received. A check will be sent. Terri asked with library has any responsibility to notify IRS of return of donation. Rhonda reported that this has always been the donor's responsibility.

3.0 Director's Report (see Director's Report)

a. SMHS – Library Film Series: Scheduled to start in January, every other week.

b. Town Wide Read: Book will be Three Cups of Tea and will start in a few weeks.

Terri White noted that she didn't accept the gift card for having suggested the book to be used.

c. Carbon Program: 4 kits at the library for calculating your carbon footprint.

d. Museum Pass Use: Sep, Oct & Nov reports on useage pending. John will include with monthly patronage statistics. **Action by John**

e. Front Desk Emergency Button: See item i.6.

f. Volunteer Flyer: Website posting is up; front desk poster pending. **Action by John**

g. CLif Grant Program: John to complete grant form, due in February. **Action by John**

h. Pending:

Community Survey: On hold as of Jan '09.

Library Telescope Project: On hold till spring '10. Lisa and Dick encouraged John to consider moving forward with this. Winter skies are great for star gazing.

Toddler Group: On hold as of Oct '09

i. Maintenance Items: (See Mold Remediation Cost Summary, issued 15 Dec 2009)

- Repave Parking Lot: Cost estimate pending since Aug. **Action by John**
- Patron Computer Power investigation: Pending since Aug. **Action by Barbara**
- Office Mold: Staff emptied office last week and cleaned the room. John is concerned mold may be in the carpet, which is not in good condition. He suggested DecTam should return to set up containment, negative air, remove carpet and clean area of office and hallway. He has a quote for \$1200 for this work.

Rhonda moved to hire DecTam for cost of \$1200 for work described above, 2<sup>nd</sup> by Tracy, vote unanimous. Work will be done after emergency funds are authorized.

- Rot Repair: John reported the repairs at the front door area will cost \$347 more than the estimate.

Rhonda moved to approve the additional \$347, 2<sup>nd</sup> by Barbara, vote unanimous.

- Electrical: John reported electrical panic button (pending since July) and \$200 for emergency lighting & fire alarm testing and exterior photocell replacement will be done when Collins is here for work related to the stair replacement.
- Flooring: John reported that Floorcraft can do the slab moisture vapor test, Biron's cannot. He has authorized Floorcraft to do this for \$50. If Floorcraft is awarded the flooring contract, they will absorb this cost. Results expected in a few days.

Barbara passed around product literature and samples of the vinyl composition floor tile and the rubber tile. She explained the pros and cons of each type. Barbara offered to put together a color scheme for paints and flooring, and will present to staff for comments. **Action by Barbara**

Xan moved to install the Johnsonite Inertia Interlock rubber tile for \$9650 including the office and hallway, 2<sup>nd</sup> by Rhonda, vote unanimous.

- Partition Rebuild: John noted that Craig got costs for materials necessary and has started on stud repair, since he had some time this week and will be off on vacation the week between Christmas and New Years. Craig will install wall board and paint the rooms. John thinks work can be completed by the end of January.
- Contribution to Methodist Church: John reported that room rental is normally \$25/day. 27 programs have been held there to date for \$675. January and February will total another \$500.
- John provided a spreadsheet of costs associated with the mold/water repairs which identified sources of funding and status.
- Emergency funding hearing is scheduled by Selectmen for Dec 21. \$20,000 is being requested. John will consolidate the pending items from spreadsheet proposed for funding under the emergency fund request for the Selectmen's information.

Xan asked all opinions on how to best present the emergency need to the Selectmen.

If funds are not made available, the entire lower level will remain closed until possibly May. Work could only proceed piecemeal thru operating funds.

Half the collection is not accessible by our patrons and children have been impacted the most.

Extended closing of basement will also incur additional expense for ASK to be off site longer.

Work Heather suggested putting photos of the situation together.

John will organize a tour for Selectmen of the building and show them what's stored at safety services to impress on them our need.

- HEPA Furnace Filtration System: John reported sytem is being installed this week.
- Maintenance Warrant Article: John reported that this article will likely be altered to apply to all town buildings with funds dispersed under authority of the Selectmen.
- Building & Grounds Maintenance Schedule: Barbara reported the schedule was assembled with historical maintenance data from John and Tracy. Replacement / repair cycles represent industry standards. Besides the mold related work, the schedule includes items such as annual maintenance, finishes, electrical, mechanical systems, painting, roofing, etc. Items due for 2010 work would be presented to Selectmen if funding for this article passes. This is a living document, for revision annually.

4.0 Building Committee (see Committee Report)

- a. Barbara reported the Selectmen voted to add an advisory article to the 2010 warrant to gauge town support for the library at Old Town Hall. Dick Katz suggested wording regarding funding of 'continue to look for private donations'.

Terri reiterated her opinion that this is a mistake and she that has been disappointed with the process. Terri thinks there may be just as much interest in expanding the library in place. Anne Nilsen concurred.

- b. Rhonda requested that John set up a time for Barbara to present the OTH –Library concept to staff and volunteers and hear their comments, as soon as possible so that they are informed when patrons ask questions.

**Action by John**

6.0 Strategic Planning Committee (see October's committee report)

- a. Meeting of Trustees and staff for jointly planning 3 year goals / action plan will be scheduled for February. John to continue to work on ideas for the action plan.

**Action by All**

7.0 Campaign Exploratory Committee – no committee action to report

8.0 Policy Review

- a. Personnel Policy: Tabled to January

- b. Circulation Policy: Amendment wording for Overdue Items: "7. After 60 days accounts of outstanding borrowed materials and or unpaid fines shall be turned over to the Sunapee police for collection". Motion by Xan to accept the amendment, 2<sup>nd</sup> by Lois, vote unanimous. Barbara will revise the written policy and forward to John for posting.

**Action by Barbara & John**

- c. Building Maintenance Policy: Rhonda moved to accept the draft, 2nd by Xan, vote unanimous. Barbara will send John final version for posting.

**Action by Barbara & John**

- d. Privacy and Records Policy: Tabled till January.

- e. Trustee Management Seminar Recommendations: Tabled till January

9.0 Other:

- a. Thank You Sharon! Everyone gave Sharon Montambeault a round of applause for her 30 years of service to the library.

- b. 2010 Board Elections: Lois's term will be up and she has decided not to run. Lisa's term will be up and she hasn't yet decided about running. Rhonda noted that alternates will need to be reappointed, if they choose to serve again. Alternate Ryan Goid indicated he will run for Lois's seat. Terri hasn't decided if she will serve again.

- c. Donor Update: Terri submitted a report with no further update.
- d. Staff Holiday Baskets: Staff have requested the Trustees donate to the Methodist Church in lieu of holiday baskets from the Trustees. **Action by Trustees**
- e. Harbor Signage: Lois withdrew the request to remove the sign.
- f. Lisa Bozogan's recusal at last week's special meeting for John Walden's review: Lisa noted that agenda item 12 was hand-written onto an otherwise typed up agenda making it a different agenda than we had received prior to the meeting and that she had no prior knowledge she would be asked to recuse herself. She didn't know the regulations regard this. She has since contacted Tom Ladd at the State Library and Attorney Filmore at the NH Government Center. Both indicated that the recusal was unnecessary, should not have been a vote of the Board and that appointment of alternate Terri White for the vote was an inappropriate use of an alternate. Given what she now knows of the process, Lisa would not again have asked for the sense of the Board. Recusal is a personal act and the vote was probably illegal. Her past employment at the library as children's librarian does not constitute a conflict of interest as defined by the regulations since it is not a direct personal interest. Recusals cannot be based on something remote or speculative. She feels strongly that she was not given fair and equal treatment by the fact that Xan did not speak with her about this prior to the meeting. By the way Xan handled the matter, not allowing Lisa to describe her working relationship with John in 2005, the implication was negative on Lisa's reputation.

Lisa asked Xan if she had discussed this matter with anyone prior to the meeting? Xan responded she had discussed it with family and another trustee. Lisa asked Xan if she thought Lisa had been given fair and equal treatment? Xan responded that her opinion wasn't relevant.

Lisa asked that the Board request a ruling by Town Council on this matter (recommended action by the NH Trustee Association), so that it is clear for future situations.

Rhonda moved to ask Town Council for an opinion on the process and outcome of Lisa's recusal for John's semi-annual review; 2<sup>nd</sup> by Barbara. Discussion: Lois noted that the chair has control of the meeting, opportunity was provided for discussion and that Xan did not lead the Trustees astray in their actions, as Lisa has asserted. Vote unanimous.

Meeting adjourned.

Next Regular meeting: 19 Jan 2010, 6:30 PM, Town Hall.