

Members Present: Rhonda Gurney, Lisa Bozogan, Faith Webb, Steve Fair, Xan Gallup, Lois Gallup, Barbara Chalmers and John Walden, Library Director.

Members Absent: None

Meeting Attendees: Lisa Meehan, Anne Nilsen, Mary Epreman, Jean & John Wilson, Carl Keyser

From: Barbara Chalmers

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On the above date, those noted above met at the Library. The following is a brief summary of the discussion that took place:

Minutes of 19 February 2008 Trustee meeting unanimously accepted.

1.1 Administrative:

- a. Trustee Manual: Rhonda welcomed new Board members and noted that she and John have prepared a Trustee Manual to assist Board members in their new positions. The manual includes pertinent regulations, by-laws, library policies, planning, patron/collection historical data and the NH Library Trustee Manual.
- b. Conference: Annual NH Trustee Conference is May 14. Rhonda, Barbara, John and perhaps Faith, Xan and Steve will attend.
- c. E-mail Policy: Rhonda reported that until more detailed information is forthcoming from the State Legislature, e-mail exchanges between Trustees regarding Library business shall be limited to notifications and information distribution. Board decisions are to be conducted during Board meetings, not via e-mail. Rhonda noted that board e-mails are archived on disc at the library by John and available to the public.
- d. Trustee Minutes: Posted on Town web site.
- e. Election of Officers: By unanimous votes: Rhonda Gurney, Chair; Xan Gallup, Vice Chair; Steve Fair, Treasure; Barbara Chalmers, Secretary.
- f. Nomination of Vacant Trustee Position: By unanimous vote: Faith Reney will be recommended to the Selectmen for appointment.
- g. Nomination of Trustee Alternates: By unanimous vote: Lisa Meehan and Terry Jillson White will be recommended to the Selectmen for appointment. A 3<sup>rd</sup> position remains open.

1.2 Director's Report:

- a. Challenge Grant: Robert & Karin Finlay Foundation has challenged libraries, museums and historical societies to expand their patronage between now and 31 October 2008. 51 libraries have applied to win a grant of \$25K. Similar grants will be awarded to museums and historical societies. John encourages suggestions on ways to increase cardholders. He will be meeting with middle/high school students, the firemen and other local organizations. John will have more details at the next meeting. **Action by John W**
- b. John provided circulation data for February.

1.3 Treasurer's Report

- a. Steve Fair submitted February Receipts & Payments and Trust & Fines Account summaries.  
Machine Supplies expenditure: John noted this was unexpected printer repairs and bulk ink purchase. Item will likely exceed the budget.  
Clarification: Monthly income from Town is not 1/12 of annual allotment due to timing of payment and personnel costs.
- b. Capitol Campaign Signatures: Unanimous vote for signatories to be Rhonda Gurney, Steve Fair and John Walden. Copy of these minutes to be sent to Sugar River Savings Bank. Rhonda will contact John Mapley to remove his name from the accounts and complete a final status report of accounts. **Action by Rhonda**

Steve will contact John Mapley to set up a time to meet and receive Campaign books and records. Lisa, Faith and /or Lois will also attend the meeting. **Action by Steve**

#### 1.4 Building Committee

- a. Members: Committee has had 7 members. Rhonda reported she would like to step down as Chair of the Building Committee and have Barbara assume the post. Barbara, Rhonda, Faith, Xan and Lois will serve. Rhonda will contact Peter White about continuing and noted that Bruce Jennings has expressed an interest in being on the Committee. Membership will be firmed up at the next Board meeting.
- b. Charge: Rhonda noted that with completion of last year's Trustee's charge to the BComm, a new one is needed. Barbara stated that compared to this past year's work, the coming year will be relatively light. Barbara has consulted with our Architect, Chris Lizotte and they are in agreement that this year's tasks should include:
  - Research into green building technologies to determine what's appropriate for the library
  - Land survey to supplement the current survey for high and mean water levels and proposed new property line for eventual subdivision. Both will more accurately establish setbacks. Use of the survey company involved with prior Old Town Hall and Riverway land surveys make the most sense. Barbara will get proposals for Board consideration. **Action by Barbara**
  - Site civil engineering to develop grade and site drainage strategies and assess impact of site regulations. Barbara will get fee proposals from Chris Lizotte. **Action by Barbara**

Anne Nielson asked if the impact on the site of the new Shore Line Regulations have been determined. (Recently determined to apply to the start of the Sugar River rather than starting further down stream toward Newport as previously indicated on the State DES website.) Barbara responded this is yet to be looked into and will be a priority of the BCom.

Lois Gallup noted that the date of implementation is in question and may be delayed.

Mary noted that the new regulations may impact the value of the land.

Rhonda noted there is a municipal exemption process for dense village areas on water bodies which may be considered.

Rhonda noted that the committee remains open to suggestions of new sites and the same process of evaluation previously used will be applied. She reported the Pizza Chef site was suggested again (confirmed not for sale) and Corbett storage site was suggested (confirmed too small).

A new BComm Charge will be drafted for review at next meeting. **Action by Barbara**

#### 1.5 Trustee Meetings: 3<sup>rd</sup> Tuesday of each month at 6:15 PM at the Library.

#### 1.6 Community Services:

- a. Green Building Tour: Faith has arranged a tour of the Audubon Center and Society for the Protection of NH Forests, in Concord, April 12 at 10 AM and 1 PM. Tours will be open to all interested and car pools will leave Sherburne Gym lot at 9 AM. Lisa Meehan will create a flyer to get the word out. John will have a sign up sheet at the Library. Sunapee Seniors will be invited to join in. **Action by Lisa M and John**
- b. Rhonda reported a joint meeting with the Conservation Commission, LSPA and Library is being discussed to promote green building technology, possibly this summer. More to come.
- c. Book Sale: July 12. Rhonda is finalizing on Tuesday details of 2 donated storage units for book storage. As soon as set, a poster will go up in the library about accepting book donations. Trustees will help transport donations to the storage unit as they accumulate. Faith, Rhonda, Barbara, Lisa, Xan and Lois will help with the effort. Barbara commented that the event should be used to aid some other Town group with fund raising. Rhonda said the Middle / High School Student organization wants to set up in the lobby with baked goods and tee-shirt for sale.

- d. Flyer: Rhonda is arranging for a flyer about the July 12 all day events in town for town-wide distribution with the Rec Department's Newsletter. **Action by Rhonda**
- e. Long Range Plan and Mission Statement need updating. Trustees will make suggestions. **Action All**
- f. Capital Campaign: A Campaign Exploratory Committee was formed with Lisa Bozogan, Lisa Meehan, and Terry Jilson White. Lisa will draft a committee charge for consideration at the next Trustee's meeting. **Action by Lisa B**  
Work of the Committee will be to research dos & don'ts of fundraising, consultants, and software for campaign accounting. The fundraising campaign will not begin until site regulatory and planning issues are resolved and substantial behind-the-scenes funding is completed.

1.7 Other Business: None

Meeting adjourned at 7:45

NEXT MEETING: 15 April 2008, 6:15 at the library.