

Members Present: Rhonda Gurney, Faith Reney, Steve Fair, Xan Gallup, Lois Gallup, Barbara Chalmers (arrived at 7:30), and John Walden, Library Director, Alternate Lisa Meehan

Members Absent: Lisa Bozogan, Alternate Terri Jillson White

Meeting Attendees: Mary Epreman

From: Barbara Chalmers

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 15 April Trustee meeting were unanimously accepted with correction of Faith's last name from Webb to Reney (sorry!).

1.1 Chair's Report – May update:

- a. NH Trustee Conference: Rhonda commented that the Conference was informative and eye opening. The range of Trustee responsibilities, beyond planning for a new facility is huge. It is clear that over time the Board needs to review and possibly update many areas of library policy and operations.
 - Rhonda reported that John's annual review is due in June, on the anniversary of his employment. Last year, his review was conducted by Peter Urbach, who completed the Town's standard supervisory review form. This year, all Trustees are encouraged to participate. (The form is on the Town website under Personnel and will be forwarded). Rhonda noted that Barbara has suggested we add to John's review process a self-evaluation form, a common business practice and encouraged at the Trustee Conference personnel policies session. Barbara prepared a draft based on the Town's review categories. Rhonda will email the draft to Trustees for individual feedback, prior to getting it to John. At next month's meeting, the Trustees will go into executive session for John's review. **Action by Trustees**
 - Rhonda would like to implement another recommendation of the Conference, a patron suggestion box, with a brief comment card that patrons can fill out.
 - John and Rhonda saw a great example of a Long Term Planning community survey with significant returns if postage is included. John will work on a new survey for this summer. **Action by John**
- b. Reminder: Attorney General's Library Trustee Trust Fund seminar June 5 in Bow.
- c. Portsmouth Library tour flyers are out in the community. Rhonda will contact Argus for a piece in the Sunapee column. Discussion about a regular column about library activities. Lisa would like to transition to spear heading PR / Community outreach efforts. Rhonda thought that would be great.
- d. July 5th Sunapee Day: Theme is Go Green.
 - Parade: Plans afoot for a library after-school program float. Faith's brother could provide a hay wagon, Lois has a tractor. With green theme, we could make recycled crayon molds, with Abbott Library tags for distribution by the kids. Rhonda shared a great sample. Area schools and restaurants have been contacted for broken crayons. Rhonda will check on whether kids can ride on a float. **Action by Rhonda**
 - Scavenger Hunt at 7PM: Rhonda is working on this with Tattered Pages. The library could give out a simple earth-friendly gift, a sapling for example.
- e. Book Sale: Work session to sort donated books: Saturday 2 PM. **Action by All**
John to get the Book Sale sign. **Action by John**

1.2 Director's Report – May update:

- a. Finlay Challenge Grant: John will be working on this over the summer. Plans are to make library card sign-ups available at the Book Sale and directly reach-out to first-graders in the fall. **Action by John**

- b. Monthly Circulation Data: April data provided.
- c. Unanticipated Expenses: John reported water heater failed last Monday, some water leakage, plumbing called and new unit installed. \$700 unanticipated cost. Two new air conditioners purchased, but cost was more than planned last year. Increase may not be able to be absorbed in the budget, since there is no reserve. John suggested withdrawing trust fund moneys as dispersal is at the discretion of the Board. Library income goes into this account, including Book Sale, fines, etc. Motion and unanimous vote to move \$1100 from Trust Fund to operating account. **Action by Steve**
- d. Campaign Software: John has looked into library contribution management software used by Hanover Library. Cost is \$595 for single user software which would be loaded on the library laptop. He will demo it for the Campaign Exploratory Committee. This program will be a great aid to organize information regarding both general library and building fund contributions, software cost to be covered from building funds. Motion and unanimous vote to buy the software. **Action by John**
- e. After school activities for middle schoolers: Program is in place for the summer. In the future, the meeting room at LSPA may be available for use. Fall planning pending. **Action by Lisa B and John**

2.3 Treasurer's Report – May update

- a. Steve Fair submitted April Receipts & Payments and Trust & Fines Account summaries. Reports were accepted.
- b. Change of bank account signatories is completed.
- c. Capitol Campaign Accounts: \$25K CD coming due June 10th will not be renewed. Motion and unanimous vote to cash in this CD to cover survey & engineering costs. A CD is coming due next month and will be renewed then, current interest rates at this bank are pretty good, considering market conditions. Steve met last week with John Mapley to receive Campaign books and records. Steve noted that John has not completely reconciled his accounts, but he is close, so turn over of accounts is not quite completed. **Action by John Mapley**
- d. Steve noted that library financial records are kept at his house and questioned if this should remain the case. Since there is no location at the library, all agreed Steve should continue to house the records, however, any electronic information will be backed up and stored at another location. **Action by Steve**
Rhonda noted that much of the capital fund information will become part of the new software data base. Xan offered to help with data entry. **Action by Xan**
- e. Contributions to the library will be announced monthly at Trustee meetings and a list maintained. Thank you notes will be sent out promptly. **Action by Rhonda & John**

2.4 Building Committee – May update

- a. Site Design: Last week the Committee met with Chris Lizotte, Pete Blakeman, PE and Greg Grigsby, LA. As the lot exists today, the proposed site portion is 34% impervious and remaining portion is 60% pervious. DES Subsurface Division does not review subdivisions if served by municipal sewer systems. DES Shoreline Protection Act reviews consider lots. It is anticipated that our proposed site plan will substantially reduce current impervious coverage. Also of note, there are invasive plant species on the site according to Greg.
Next meeting with engineers is May 28 to review site plan and minor adjustments to building schematic plan that will remove the southwest corner of the building from the 50' setback zone.
Pete Blakeman will set up an advisory meeting with DES for early in June. Barbara will gather historical use information about the lot for the meeting. **Action by Barbara**
- b. Riverway Lot Subdivision: Barbara met with the Harbor Riverway Board this evening to update them on site data, Shoreline Protection Act provision for redevelopment of pre-existing non-conforming lots and inquire about their plans for subdivision. They intend to pursue this now.
- c. Urban Density Zone of Shoreline Protection Act: Barbara reported that the Sunapee Conservation Commission is interested in enacting this for harbor and river.

- c. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready. **Action by Barbara**
- 2.5 Community Services:
- a. 5/20 No Update. 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.
- 2.6 Long Range Plan and Mission Statement: 5/20 No Action.
Trustee Conference in May will have sessions about these. Barbara suggested that the new Long Range Plan include the following:
1. Precise time frame – 5 years?
 2. Goal of being in the new facility before 5 years.
 3. Goals to counter decline in adult and children usage seen since 2004-2005.
 4. Goals for fundraising and grants
 5. Goals for the collection and technology
 6. Goals for programs and community outreach
 7. Goals for staff
 8. Goals for being green and sustainable.
 9. Goals for volunteers
 10. Goals for a facility maintenance plan (assessment and priorities)
- Lisa B likes the idea that the long range plan have specific goals so that they can be checked each year to gage progress.
- 2.7 Campaign Exploratory Committee – May update
- a. Lisa provided Committee Charge for review and approval by the Trustees (see attachment 2). Approved by Trustees unanimously.
Barbara suggested the Committee adopt time goals, perhaps a recommendation on the Feasibility Study, who to hire and cost for the July Trustee meeting. Lisa thought this was a good idea and the CECOM will discuss it. **Action by CE Com**
- b. Lisa will rework the brochure used prior to Town vote so that it can be distributed this summer to the Community. Suggested edits are welcome. **Action by Lisa M**
- c. The Committee viewed the PowerPoint slide show Lisa created for a class about the library and the process to build a new facility. The piece has great potential for other uses with some modifications.
- 3.1 Friends of Abbott Library: Xan will attend the Friends meeting this week.
- 3.2 Guest: Mary Epremian distributed copies of a handout about her view of the site selection process, the Ski Tow Hill site and a possible solution if the Trustees can not proceed with the proposed Harbor site. She requested that it be made part of the minutes. See attachment 1.
Lisa expressed sadness that Mary indicated she will not be attending any more Trustee or Building Committee meetings.

NEXT MEETING: 17 June 2008, 6:15 at the library.

Attachment 1 – Statement from Mary Epremian
Attachment 2 – Campaign Exploratory Committee Charge