

Members Present: Rhonda Gurney, Faith Reney, Steve Fair, Xan Gallup, Lisa Bozogan, Barbara Chalmers, Alternate Terri Jillson White for Lois, and John Walden, Library Director, Alternate Lisa Meehan

Members Absent: Lois Gallup

Meeting Attendees: Betty Tatlock, Friends; Matt Reid, Argus Champion

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 20 May Trustee meeting: Rhonda corrected item 1.1 regarding John Walden's 2007 annual review. The Board of Trustees completed and then jointly discussed the Town's supervisory review form for John Walden, then Peter Urbach met with John. Minutes were unanimously accepted with this correction.

1.1 Chair's Report – June update:

a. Trustee Conference:

- Pending: Rhonda would like to implement another recommendation of the Conference, a patron suggestion box, with a patron comment card. **Action by ?**
- Long-Term Planning Community Survey: See Director's Report below.

b. Director's Annual Review: Rhonda reported that this year's review process will be a non-public session for Trustee review and discussion of the self-evaluation form that John completed and the Sunapee Supervisor's Evaluation Form, followed by a review meeting with John.

c. Portsmouth Library Tour: Great tour, 9 were able to attend. See tour notes.

d. July 12<sup>th</sup> Sunapee Day:

- Flyer is done, will go out in school packets and posted through out Town.
- Parade: Not enough time to get a library float organized. Will try for next year.
- Scavenger Hunt: Rhonda is working with Brenda Huff, Rec Department and harbor businesses.

e. Book Sale: Books are pre-sorted. John to get the Book Sale sign. **Action by John**

1.2 Director's Report – June update:

a. Finlay Challenge Grant: No report. John will update Trustees at July meeting. Plans are to make library card sign-ups available at the Book Sale, Pancake Breakfast and directly reach-out to first-graders in the fall. **Action by John**

b. Long Term Planning Community Survey: John passed out a draft for comments (by end of June) based on the Kensington survey seen at the Trustee Conference. Will have return postage. Can use Friends bulk mailing permit, Library pays cost. John will get mailing cost for next meeting **Action by all**

c. Monthly Circulation Data: May data provided – many increases over April's data.

d. Campaign Software: Software is here and loaded on the library laptop. Training available in Goshen later this summer.

e. Activities for middle schoolers:

- John announced a new program "Reading for Charity", where kids earn 1 cent per page for books read and 2 cents per page for school summer reading list books read, (school is thrilled with this collaboration) with the money going to CHAD and Upper Valley Humane Society. The Sugar River Savings Bank will underwrite the program. This has been a very successful program in other libraries around the state.
- Planning for fall after-school programs pending. **Action by Lisa B and John**

1.3 Treasurer's Report – June update

- a. Steve Fair submitted May Receipts & Payments and Trust & Fines Account summaries. Reports were accepted.

- b. Capitol Campaign Accounts: \$25K is now available for building project costs. Change in Corus Bank CD certificate signatories is still in the works, but CD will automatically turn over. Funds were to remain there given good return rate.  
John Mapley has been away, so still has Campaign books and records. John will call him about getting them turned over to the Trustees, regardless of reconcile status.  
**Action by John Walden and John Mapley**  
When records are returned by John Mapley, Xan will start to enter data into the new software data base.  
**Action by Xan**
  - c. Library financial records are backed up electronically at Steve's office and in a flash drive.
  - d. Contributions: No new contributions in May.
- 1.4 Building Committee – June update
- a. Site Design: Met with DES Shoreline Protection Act administrator, Tom Gilbert on 3 June. Meeting went well - see minutes of meeting. Met with Roger Landry, Zoning Administrator on 5 June – see minutes of meeting. Barbara reported latest iteration of site plan has 21 parking spaces. Pete Blakeman continues to refine the plan.
  - b. Riverway Lot Subdivision: Harbor Riverway will be going before the Planning Board Thursday for subdivision of the lot.
  - c. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready.  
**Action by Barbara**
- 1.5 Community Services: June Update:
- a. Joint Meeting: No Update on possible meeting with Conservation Commission, LSPA and Library to promote green building technology.  
**Action by Rhonda**
  - b. Museum Passes: John will look into the cost of getting museum passes that would be available for the community to use. New London Library has started this service with passes to the Montshire, VINS, Indian and SEE museums.  
**Action by John**
- 1.6 Update of Library Policies (current are from 1999):
- a. Long Range Plan & Mission Statement: John will work on a list of short range goals in conjunction with information received from the new survey. We should also look at these policies from other libraries.
  - b. Personnel Policy: Barbara reported that she has started to compile a master draft for Board consideration. The draft is based on the Town of Sunapee Personnel Policy with various additions sourced from personnel policies of other public libraries. There is a wealth of information on-line about library policies. Barbara noted that some significant features of current personnel policies are missing in our library's present policy and should be addressed. Barbara expects to be able to get the draft to Trustee's within the next 2 weeks for light summer reading, then review, modification and adoption this Fall.  
**Action by Barbara**
- 1.7 Campaign Exploratory Committee – May update
- a. Consultants Search: Lisa M reported 12 fund raising consultants have been contacted, however many are not available. Two consultants have been interviewed, both seemed very good in different ways. One proposal scope includes interviews of 50 to 75 people for cost of \$20,000 to \$25,000. Another proposal will be received shortly and shared at the next Trustee meeting. Lisa noted that Carolyn Benthean was contacted, but is not available till the end of the year at the earliest. The Committee feels a feasibility study is very important to do and will be a good investment. It is extremely important they we start this process right. They hope to come to the Trustees next month with a recommendation on who to hire.  
**Action by CE Com**
  - b. Brochure: Lisa M distributed a new draft of brochure for comment. Betty suggested using a larger page format to improve layout and density of information. Lisa will rework it. Goal is to have a brochure ready for use by June 27.  
**Action by Lisa M**

3.1 Friends of Abbott Library:

- Betty Tatlock reported on the “Humanities to Go” program of the NH Humanities Council. Discounted access to their programs is available with membership in the council. They offer much more besides the speakers program. Rhonda commented that their program guide is filled with lots of great sounding programs. The Library will consider membership in the Council.

**Action by John and Rhonda**

- Betty noted that membership in the Friends is \$10/person or \$15/family. They financially support programs and equipment purchases that the regular library budget doesn't allow for. The Friends contributed \$90,000 for furnishings and equipment for the previous library proposal. This remains their intent, although their contribution was withdrawn.

- Xan or Lisa B will attend the Friends meetings. Betty will provide a list of meeting dates.

**Action by Betty**

4.1 Non-Public Session

- Motion to go into non-public session for discussions related to the Library Director's annual review. Motion passed unanimously with the following Board members indicating in the affirmative: Rhonda Gurney, Xan Gallup, Barbara Chalmers, Faith Reney, Steve Fair, Lisa Bosogian and Terry Jilson White. Lisa Meehan present and not voting.

- Motion to end non-public session. Motion passed unanimously. Minutes of non-public session will be sealed.

NEXT MEETING: 8 July 2008, 6:15 at the library.

Attachment 1 – DES meeting notes

Attachment 2 – R. Landry meeting notes

Attachment 3 – Portsmouth Library Tour notes