

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

Members Absent: None

Meeting Attendees: None

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 17 June Trustee meeting were unanimously accepted with spelling correction of Terri's name.

1.1 Chair's Report – July 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 will schedule John's review for next week.

c. Scavenger Hunt: Rhonda reported that it was a great success with almost 100 children participating. Lots of good comments from parents and harbor businesses. Rhonda, Faith and Barbara were at the library site for the scavenger hunt and were also able to get information out about the new library and library services. This event will be added to the annual calendar.

d. July 12th Sunapee Day: Rhonda has received lots of good comments about the joint Sunapee Day activities flyer.

Book Sale: Books are pre-sorted and tables to be brought to gym Friday by Highway Dept. Volunteers will set up Friday night at 6 PM.

d. Beach Books: Rhonda reported that left over young adult books from the sale and summer reading books will be placed at Dewey Beach for summer reading. Rec Dept is glad for the coordination.

e. Annual Calendar: Rhonda is creating a 'to do' calendar so that Trustee work can be properly planned and spread over the course of the year. Input needed. **Action by all**

f. Rhonda reported that an SPTO volunteer is putting together a master list of media contacts, local advertising opportunities, contacts, etc as a resource for both the Library and the SPTO.

1.2 Director's Report – July update:

a. Finlay Challenge Grant: Plans are to make library card sign-ups available at the Book Sale, Pancake Breakfast and first-graders in the fall. **Action by John**

b. Long Term Planning Community Survey: John passed out updated draft of survey and asked for additional comments. Lisa suggesting adding a question about use of future meeting room. John to get mailing cost for August meeting. **Action by John**

c. Monthly Circulation Data: June data continues to show across the board increases.

d. Collection Weeding: John reported that 1600 items have been weeded, 1120 non-fiction (hasn't been weeded in a long while), 172 VHS videos, 93 adult fiction. This has provide a couple years growth space for fiction.

e. Activities for middle schoolers:

- Teen Reading Kickoff party at Dewey Beach with several student bands was a great success. 43 teens participated along with a lot of other people. Reading tallies can be submitted on line or in person at the library for the weekly raffles. Thank you notes will be sent to the participating musicians. The program will wrap up in conjunction with the end of summer beach bash the Saturday before school starts.
- Planning for fall after-school programs pending. **Action by Lisa B and John**

- f. John reported that the mini-mart store operator has become insistent that library patrons do not park on his property. John has put up numerous signs in the library about it but feels it's not his place to monitor where people park.
Trustees want the staff to park across the street to free up spaces for patrons to improve the parking situation. Rhonda has contacted School Board Chair regarding library employee use of the lot.
 - g. Summer Kids Program: 65 children are signed up.
- 1.3 Treasurer's Report – July update
- a. Steve Fair submitted June Receipts & Payments and Trust & Fines Account summaries. Reports were accepted.
 - b. Capitol Campaign Accounts: Trustee voted unanimously to reinvest the CD coming due later this month.
All campaign accounting books have been received from John Mapley.
 - c. Contributions: No new contributions in June.
- 1.4 Building Committee – July update
- a. Site Design: Barbara reported Pete Blakeman has submitted application to Planning Board for a consultation at their August 7 meeting.
 - b. Riverway Lot Subdivision: Lot has been subdivided.
 - c. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready. **Action by Barbara**
- 1.5 Community Services: July 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: No Update: 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: July Pending. 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: Draft for review was distributed to all.
 - c. Patron Service, Gifts & Donations, Wireless Internet Access, Volunteers, and Rules of Conduct Policies: Draft for review policies were distributed. Trustees will discuss, modify and adopt at fall meetings with goal to have update policies completed by the end of the year.
- 1.7 Campaign Exploratory Committee – June update
- a. Consultants Search: Terri reported that Lisa M was unable to complete contact with various consultants before leaving on her vacation and that this will be reported on at the next Trustee meeting. **Action by CE Com**
 - b. Brochure: New brochure is in use and available in the harbor.
 - c. Campaign Software: Xan has started to enter information from previous campaign into the new software. She reported on the various ways the information can be coded and reported. This should be a very helpful tool. Goshen training is July 21. Question came up of whether donations need to be separate for land and building. Barbara will check with Donna N at Town Office. **Action by Barbara**
- 3.1 Humanities Council: Pending The Library will consider membership in the Council. **Action by John and Rhonda**

NEXT MEETING: 19 Aug 2008, 6:15 at the library.