

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

Members Absent: None

Meeting Attendees: Betty Tatlock, President, Friends of the Abbott Library, Michael & Holly Durfor
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 19 August Trustee meeting were unanimously accepted.

1.1 Chair's Report – September update:

a. Outreach Gathering at Knowlton House: Next community outreach meeting organized by Barbara Sullivan with Mario Capozzoli is scheduled for Oct 6, 6:30 PM. Attendees will be updated on new library progress since August.

b. Chowder Challenge: Library will have a tent on the Riverway lawn this Sunday, noon to 3 PM to get information out about the new library project. Help is needed to man the tent.

Action by All

Flip chart will be used to get quotable comments from the public on why we need a new library. Quotes to be used for a collage promoting a new library. Permission required for campaign use of quote and name.

Rhonda to check with school on release formats.

Action by Rhonda

John to print more brochures and library card forms.

Action by John

Purchase of 2 easels for display of boards for \$100 was approved unanimously.

c. Rec Dept Newsletter: Extra page will not be funded by the library for the winter issue.

d. Parking: Rhonda reported that she has talked with George and gave him the letter. He declined to meet with the trustees and stated that parking is no longer an issue, since summer crowds are gone. Rhonda told him that yelling at library patrons and staff about parking on his property is not acceptable and urged him to put up signs along the joint property line before next spring.

Tony Bergeron will help locate the property pins to confirm this property line.

Trustees voted unanimously with Lisa B abstaining, to authorize contacting the police and the mini-mart property owner if there is another incident with George.

Where to park & not park will be added to the library website. **Action by John**

e. Meeting Schedule: Discussion of holding 2 shorter Trustee meetings per month, however, no change will be made at this time. In the future, an additional meeting may be held to handle specific lengthy agenda items such as review of personnel policy.

1.2 Director's Report – September update:

a. Finlay Challenge Grant: Deadline is Oct 31. 13 new cards issued at the elementary school. Visit pending to High School. 64 new cards issued in August. **Action by John**

b. Community Survey: Survey will be distributed inside the Town Report mailing.

c. Off-site Storage: Safety Services basement storage made available by Chief Cahill will hold about 1000 books, which will remain in the collection data base and retrieved for patrons within a day or two of the request. This helps maintain our collection and make room for new books. Trustees voted unanimously to authorize \$300 from fines reserve to build shelving.

e. Teen Summer Reading: John shared newspaper article regarding the successful program. \$489 raised for charity, 38,900 pages read. John is getting thank yous out to supporting businesses.

f. After-school Program: Participation is high. (20) Kindergarteners & 1st graders; (20) 2nd & 3rd graders; (26) 4th and 5th graders.

1.3 Treasurer's Report – September update

- a. August Receipts & Payments and Trust & Fines Accounts: Reports were accepted.
- b. Contributions: \$1000 donation for new building received.

1.4 Building Committee – September update

- a. Planning Board Preliminary Hearing held 6 September: See posted minutes.
- b. Meeting with Robert Wood of the LSPA: Barbara, Peter and Rhonda met with Woody and discussed our intent to save trees, minimize construction disturbance and control construction erosion. He is supportive of our efforts.
- c. Barbara reported that building design changes in conjunction with site engineering this summer, including the mid-level entry, requiring a front and rear entrance elevator and south wall / roof reconfiguration for the 50' setback has added roughly \$60K to construction cost. The project will be re-estimated during Design Development phase of services next year.
- d. SMP provided an estimated cost of \$1600 -\$1800 to provide a river-side rendering of the building exterior if we decide one is needed during fund-raising.
- c. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready.
Action by Barbara

1.5 Community Services:

- a. Joint Meeting: No Update. 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 museum passes for community use.
Action by John

1.6 Update of Library Policies:

- a. Investment Policy: Proposed revised investment policy was unanimously accepted. Steve noted the policy must be submitted to the Attorney General's office with other end of year filings.
Action by John
 - b. Long Range Plan & Mission Statement: Draft not yet written.
 - c. Patron Code of Conduct: John present the staff's edit of the July draft. Staff version was accepted unanimously with the addition of the paragraph from July draft regarding conduct on library grounds. Policy will be posted in the library and given to parents of repeat offender children.
Action by John
 - d. Personnel Policy: June draft review pending
 - e. Volunteer Policy: July draft to be discussed & finalized in October. **Action by All.**
 - f. Patron Service Policy: July draft review pending.
 - g. Gifts & Donations Policy: July draft review pending
 - h. Wireless Internet Policy: July draft review pending.
- All library policies will be posted on the library website. **Action by John**

1.7 Campaign Exploratory Committee

- a. Consultant Search: Lisa B, Terri and Lisa M reported that the committee recommends hiring Kathleen Barger for the campaign feasibility study. Of the firms interviewed, she was most responsive, her demeanor is a great fit with our community, less costly and she is very interested in helping us keep costs down. Trustees need to provide a vision & needs statement and a list of about 100 citizens for the feasibility survey to Lisa M before Sept 30.
Action by All
If all goes smoothly, her work may take about 3 months. Trustees voted unanimously to hire Kathleen Barger and spend up to \$25,000 for her services. Terri will contact Catharine Barger and report back on schedule. **Action by Terri**
- b. Campaign Software: Xan reported that she expects to have all the \$150 and greater donors entered into the software program within the next couple of weeks. The tax list data has not yet been merged into the program.

3.1 Humanities Council Membership: Tabled for now.

- 7.1 Land Acquisition: Mike Durfor reported that on Monday, the Harbor Riverway Board of Directors has voted to encourage up to \$200,000 of Riverway stock be donated by shareholders to the Town for purchase of the land for the library. Stock is currently valued at \$476 per share. This effort could reduce the cash to be raised for purchase of the land to \$200,000. This amount coincides with the value of outstanding Riverway debt. A joint press release will be written by the Riverway and Campaign Exploratory Committee for release within the next month.
- 7.2 Friends of Abbott Library:
Betty Tatlock invited all to Wednesday evening's presentation about Sturm Ruger by Mark Gurney. She reported that John had presented a funding wish list. A funding schedule will be worked out.
Xan attended the Friends Board meeting and reported focus for future meetings will be local history and authors. John's wish list includes: \$1560 for 2 new office computers, \$466 for audio books, \$572 for DVD replacement, \$500 new acquisitions. \$500 for newsletter page was tabled till Trustees set a direction.

Next Meeting: 21 October 2008, 6:15 at the library.