

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

Members Absent: None

Meeting Attendees: Betty Tatlock, President, Friends of the Abbott Library, Tracy Nangeroni, Dick Katz, Abbott Friends member.

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 October 21 Trustee meetings were unanimously accepted.

1.0 Guests:

- a. Betty Tatlock reported that the Friends Board voted to donate their two shares towards purchase of the land. The Trustees thanked Betty enthusiastically.

1.1 Chair's Report – October update:

- a. Parking: Rhonda reported a 1977 boundary line agreement has been located that resolved the location of the northerly property line of the library. Tony Bergeron was given a copy, but has not yet looked for the pins with a metal detector. John will get a copy of the agreement to the Town Manager. **Action by Tony Bergeron**
Pending: Where to park & not park will be added to the library website. **Action by John**
- b. Right to Know Law: Board members individually reviewed "E-mail Policy" provisions prior to the meeting. There were no comments or questions.
- c. Vacant Trustee Position: The Board will take up appointing a new treasurer in December. **Action by Board**
Tracy Nangeroni has been approved by the Selectmen to replace Steve Fair. Tracy will get sworn in at Town Office and attend next month's meeting as a Trustee.
- d. Christmas in the Harbor: Rhonda reported plans are going well. John will place a sign up sheet for volunteers at library main desk. **Action by John**
- f. Holiday Celebrations: Rhonda reported library holiday lights are courtesy of the Pollards and installed by Craig Eno. She suggested and the Board agreed, to hold a December staff appreciation breakfast. Date to be determined. **Action by John & Rhonda**
- g. Property Purchase Reservation Agreement: Rhonda noted that under the agreement between the Riverway and Selectmen, the cost to the library for 2008 lease is \$975. This money will come from the Capital Reserve Fund. 2009 payment will be \$1019, 2010 will be \$619 and 2011 will be \$130.
Barbara moved to approve \$975 from the Capital Reserve Fund for the 2008 Library share of the property purchase agreement to reserve the property for purchase. Lisa B seconded. Vote was unanimous.

1.2 Director's Report – October update:

- a. Finlay Challenge Grant: Report has been submitted. A luncheon in Concord will be held December 17 to announce winners. Anyone is welcome to attend. We reached 11% increase in cardholders.
- b. On-line Card Applications: John to implement. **Action by John**
- c. Library Statistics: Pending: October statistics. **Action by John**
- d. Community Survey: Pending: Survey will be distributed inside the Town Report mailing.
- e. Proposed 2009 Budget: John provided the proposed budget with personnel costs that he presented to the Selectmen and Budget Committee last Saturday. It is up 3% for personnel and 4.9% for equipment, books. The budget will be finalized next Monday night with the Selectmen. John also noted that the Selectmen are questioning the \$25K annual contribution by the Town to the Library Capital Reserve Fund, if the library is to

be built with private contributions. Rhonda will check on the original 1999 wording for this fund.

Action by Rhonda

All are encouraged to attend.

- f. Due to the quantity of campaign printing on the library copier, John request the campaign fund purchases of a set of toner cartridges for \$489. Rhonda so moved, seconded by Lisa, vote was unanimous in favor of toner purchase from campaign funds.
- g. Library Blog: Pending: John's demo of a library blog. **Action by John**
- h. Middle School library advisory group to start this week. An announcement will be made by the principal.

1.3 Treasurer's Report – October update

- a. October Receipts & Payments and Trust & Fines Accounts: Rhonda reported that the reports were received late. Copies will be put in Trustee boxes for review. Steve will prepare next months report.
- b. Contributions: No new donations reported.
- c. Investments: CD is coming due on December 25. Terri will research local investment options and report at the next meeting so that the Board can vote on where to place the funds prior to due date. She noted that the rate may change between meeting time and due date. **Action by Terri Jillson White**

1.4 Building Committee – October update

- a. Status of Committee Charge: Barbara reported that all tasks related to site design and permitting were completed. Research will continue next year on sustainable / green materials and features when the building design can take its next step. Barbara is working on arranging a presentation on geothermal heating by a geothermal engineering firm for early next year. **Action by Barbara**
- b. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready. **Action by SMP / 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: John reported that Tracy Library offers 2 adult passes with accompanying children free to cardholders for the Indian Museum, VINS, Currier and The Felds. Cost was \$300 annually, paid by the Tracy Friends. John will request the Abbott Friends consider funding this next year. **Action by John**

1.6 Update of Library Policies:

- a. Investment Policy: Pending: Approved investment policy to 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: Approved Pending: New policy to be posted in the library and posted on a policies tab at the library's website. **Action by John**
- d. Personnel Policy: June draft review pending. Barbara and Rhonda met with Town Manager. Donna prefers we prepare a document that modifies the Town's policy, rather than replaces it. She will be getting back to Barbara in the next month with any comments on the draft. Rhonda noted she wasn't enthusiastic about our changing the Director's annual review form. We will follow-up on both with the State Library Trustee Association.
- e. Volunteer Policy: Approved. Pending: John to post new policy on library web site, make up new forms and advise the Trustees about any new volunteers. **Action by John**
- f. Patron Service Policy : July draft review pending.
- g. Gifts & Donations Policy: Trustees approved draft as written unanimously. Barbara will email final document to John for posting on the website. **Action by Barbara & John**
- h. Wireless Internet Policy July draft review pending.

- 1.7 Campaign Exploratory Committee
 - a Terri and Lisa M reported interview packets have been mailed out. Rhonda has helped set up interview slots. Two days of interviewing are completed. All interviews should be done by Dec 8. Kathy Barger will be leaving for a trip west, but will be working on the report. Terri expects it in January and will confirm completion date and date for Kathy's presentation of her findings. Betty Tatlock she was very impressed with Kathy during her interview today and thinks she was a great choice.
 - b. Campaign Software: Xan reported input work is nearing completion. Merging of tax list may not be feasible, since multiple ownership entries can't be culled easily from the list. Xan noted she was had difficulties printing reports. **Action by Xan**

- 3.1 Humanities Council Membership: Tabled for now.

Next Meeting: 9 December 2008, 6:30 at the library.