

Members Present: Rhonda Gurney, Lois Gallup, Xan Gallup, Lisa Bozogan, Steve Fair, John Walden, Library Director, Alternate Terri Jillson White for Faith, and Barbara Chalmers (arrived at 6:30)  
Members Absent: Faith Reney, Lisa Meehan  
Meeting Attendees: Betty Tatlock, President, Friends of the Abbott Library, Michael Durfor, Tracy Nangeroni  
From: Barbara Chalmers

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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 16 September and 10 October Trustee meetings were unanimously accepted.

1.0 Guests:

- a. Mike Durfor, Harbor Riverway Corp: Mike discussed the Riverway's press release regarding the opportunity for shareholder's to donate up to \$200,000 of the sales price of the new library property. Press release will go out to local media. Mike noted that a letter will be sent to shareholders encouraging them to donate stock and money for the new library. The Town will hold the donated stock.
- b. Betty Tatlock, Friends of Library: Betty noted that the library appreciation day will be shifted from December, traditionally a period of low library use, to National Library Appreciation Week, April 12-18, 2009. Betty noted that the next Friends Board meeting is 12 November at 5:30.
- c. Tracy Nangeroni introduced herself to the Trustees. She would like to be appointed to Steve's position on the Board and become the new Treasurer. Tracy is a parent, resident, business woman and Sunapee Water Sewer Commissioner. She strongly supports the need for a larger library, more parking and the harbor site.

1.1 Chair's Report – September update:

- a. Parking: Rhonda reported she met with Tony Bergeron and gave him all available information to locate north boundary line pins. Tony will locate the pins with a metal detector and mark the pavement. **Action by Tony Bergeron**  
Pending: Where to park & not park will be added to the library website. **Action by John**
- b. Meeting Schedule: To shorten meetings, Rhonda is implementing Xan's idea of issuing a Chair's Report prior to meetings.
- c. Director's Review: John's recent review summary has been added to his personnel file.
- d. Collages: Rhonda presented 3 collage boards she and Faith created with comments about the new library, photos of users, and children's artwork. Another board is planned with adult comments and photos. Betty noted that last year's Library Appreciation Day comment book has lots of comments. **Action by Rhonda**
- c. Right to Know Law: Board members individually reviewed "General Guide to the Right to Know Law" provisions prior to the meeting. There were no comments or questions. Board will review e-mail policy provision for next meeting. **Action by All**
- d. Vacant Trustee Position: Terri moved to accept Steve Fair's resignation, Lois seconded. The Board voted unanimously to accept with regret Steve Fair's resignation. Steve noted he will be glad to continue to work with the new treasurer on the monthly reports. Rhonda will deliver Steve's resignation to the Selectmen. **Action by Rhonda**  
Rhonda nominated Tracy Nangeroni to fill Steve's position, seconded by Barbara. Board voted unanimously in favor. Rhonda will submit Tracy's name to the Selectmen for appointment to the Trustees. **Action by Rhonda**
- e. Christmas in the Harbor: Rhonda is co-chairing this event with Scott of Rec Department. Activity sponsored by the library would be children's Christmas craft activity tables in Pete's Shed. Rhonda would like to get craft ideas and donations of

materials from Trustees. Discussion to continue next month. Information to be posted on the website and a sign up sheet for volunteers located at library main desk.

**Action by All**

- f. Holiday Celebrations: Betty noted the Gardeners seasonally decorate the planting tubs outside and the Friends give a plant gift to staff. Rhonda is looking for suggestions for a Trustee - Staff - Volunteer holiday party. John noted that there is no celebration tradition. Barbara suggested making a party of decorating the library. Discussion to continue next month.

**Action by All**

1.2 Director's Report – September update:

- a. Finlay Challenge Grant: Deadline is Oct 31. John noted 303 new cards so far, a 10% increase. John has been meeting with middle and high school student advisory groups. He noted very few kids didn't have cards and most knew about the proposed new library. This outreach has given him the opportunity to get to know many more students. John has invited students to be part of an advisory group for planning the new library.

Tracy suggested library card application forms be available on-line. John noted this could work, with cards sent to mailing address. John will set this up. **Action by John**

- b. Library Statistics: John noted circulation is up 20%, patron visits are up 9%, internet useage up 50%, children's use up 21%, wireless use up 167% and new registrations up 309% over last year for the month!

John has set up a new patron type in the software for 12 to 18 year olds, distinct from children younger than 12 years old. This will allow us to track middle / high school library use.

- c. Community Survey: Pending: Survey will be distributed inside the Town Report mailing.
- d. Off-site Storage: John reported weeded VHS and audio books have been moved from Lois's barn to the Safety Services basement and some to his basement.
- e. Terri commented about what a nice job the children's librarian is doing with the "Book Nibbles" flyer about recommended children's books. John noted the list is being coordinated with the school.
- f. Proposed 2009 Budget: John reported next year's personnel costs are not yet available from the Town Manager. John noted he is requesting funds for a new clerk/intern (college or high school student) position of 8 hours/week to help with the children's program or help with main level library coverage after school. Rhonda moved to support a 200 hour/year position for library intern. Terri seconded and vote to support this request was unanimous.
- g. Library Blog: John reported he attended a State Library workshop about blogs. One can be easily be integrated into the website and would provide a quick & easy way to get information about the new library project out to the community or set up a mini-community survey. Postings would be by password. John will have a demo ready for our next meeting.

**Action by John**

1.3 Treasurer's Report – September update

- a. September Receipts & Payments and Trust & Fines Accounts: Reports were accepted.
- b. Contributions: No new donations reported.
- c. Investments: Steve noted that another CD is coming due in December. He suggested the Board consider a new CD with a local bank. Terri volunteered to look into rates with various local banks.
- d. Steve turned over the Treasurer's files. John will keep them until a new treasurer is appointed.

**Action by Terri Jillson White**

1.4 Building Committee – September update

- a. Barbara will review status of committee charge and report.
- b. Site Design & Engineering Proposal: Pending: Amended contract will be brought to Trustees when ready.

**Action by Barbara**

**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: 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: 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: Pending: Approved patron conduct 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. Rhonda will meet with Town Manager to advise her about our effort to tailor the Town Personnel Policy to one suited to the Library, as well as modifying the Director's annual review form. **Action by Rhonda**
  - e. Volunteer Policy: Draft was reviewed by Trustees and unanimously approved with the following changes: application forms to be held for 1 year; volunteers to be given a copy of the volunteer policy. Existing volunteer application form will be modified by eliminating birth date. Existing Volunteer Contract will be modified by changing "Contract" to "Agreement, and the following will be added: " I understand that I shall not be compensated for this volunteer work. I have read and understand the Volunteer Policy." Barbara will edit the draft and send to John who will print these documents on Library lighthouse letterhead and will get them up on the website.  
**Action by Barbara and John**  
Rhonda questioned if the library formally thanks and recognizes volunteers, and if not, we could on the website. All thought it would be a good idea.  
In the future, John will advise the Board of any new volunteers. **Action by John**
  - f. Patron Service Policy : July draft review pending.
  - g. Gifts & Donations Policy: Trustees will review draft for November meeting. Barbara will email draft document out to all. **Action by Barbara**
  - h. Wireless Internet Policy July draft review pending.
- 1.7 Campaign Exploratory Committee
- a. Vision Statement & Feasibility Survey List: Terri reported draft list of 80 names is being finalized at next meeting Tuesday night with Kathy Barger. Lisa Meehan has emailed draft vision statement to all.
  - b. Campaign Software: Return request donor input pending. Information requested by Campaign Exploratory Committee. Rhonda will get information notebook to Terri. The tax list data has not yet been merged into the program.  
**Action by Xan and Rhonda**
- 3.1 Humanities Council Membership: Tabled for now.

Meeting ended at 7:40 PM

**Next Meeting: 18 November 2008, 6:15 at the library.**