

Members Present: Rhonda Gurney, Lisa Bozogan, Faith Reney, Tracy Nangeroni, Barbara Chalmers, John Walden, Library Director, Alternate Terri Jillson White
Members Absent: Lois Gallup, Xan Gallup, alternate Lisa Meehan
Meeting Attendees: Betty Tatlock, President, Friends of the Abbott Library
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 November 18 were unanimously accepted with 2 corrections: meeting was Nov 18, not Nov 16 and library decorations were installed by Craig Heino.

1.0 Guests:

- a. Betty Tatlock reported that the Town has formally accepted the 2 shares of Riverway stock donated by the Friends.

1.1 Chair's Report – November

- a. Parking: No update.
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. Vacant Treasurer Position: Rhonda moved, Lisa seconded, Board voted unanimously for Tracy to become treasurer. Steve Fair will continue to provide reports while he trains Tracy.
- c. Christmas in the Harbor: Rhonda reported the festivities were a success.
- d. Holiday Celebrations: John reported that staff prefer to celebrate early next year. John to suggest a date at January Board meeting. **Action by John**
Lisa & Faith will organize Trustee gift baskets for the staff next Tuesday. **Action by all**
- h. Land Lease: Rhonda attended Selectmen's meeting. All set for this year. We will be informed when next year's payment is due. The Town will be notifying the Riverway weekly regarding status of stock turn-in.
- i. Rhonda thanked everyone for their efforts that helped make this year successful.

1.2 Director's Report

- a. Finlay Challenge Grant: Update: John reported no word yet on identity of winners.
- b. On-line Card Applications: No update John to implement. **Action by John**
- c. Library Use Statistics: John reviewed November statistics; show continued growth. He noted that December is historically the slowest month of the year.
- d. Community Survey: Pending: Survey will be distributed inside the Town Report mailing.
- e. Proposed 2009 Budget: John reported that the budget went down slightly from what was reported last month due to a lowered cost-of-living adjustment (COLA) for payroll (was 5.2 now 4). Intern remains in budget. John noted that the Town's annual \$25K appropriation for the library capital fund is still scheduled to be on the warrant.
- f. Library Blog: No update. John's demo of a library blog. **Action by John**
- h. Middle School Library Advisory Group John reported that 3 students attended and that he expects more at this week's meeting.

1.3 Treasurer's Report

- a. November Receipts & Payments and Trust & Fines Accounts:
Reports were accepted unanimously.
- b. Contributions: No new donations reported.

- a. Investments: Terri provided summary of bank and term options for re-investment of Corrus Bank Building Fund CD due later this month. Terri moved, Lisa seconded and Board voted unanimously to reinvest CD funds in a 6 or 7 month local bank CD, at whichever local bank provides best interest rate during week prior to Christmas and keeps total funds below FDIC insurance limit.
Tracy will review CD transfer process with Steve Fair. **Action by Tracy**
- 1.4 Building Committee – November
 - a. Status of Committee Charge: No update.
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: No update
Amended contract will be brought to Trustees when ready. **Action by SMP**
- 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 ask Abbott Friends to fund museum passes for 2009. **Action by John**
- 1.6 Update of Library Policies:
 - a. Investments: Approved policy to be submitted to State AG's office. **Action by John**
 - b. Long Range Plan & Mission Statement: Draft not yet written.
 - c. Adopted Policies for Website Posting: Pending: Patron Conduct, Investments, Volunteer, Gifts & Donations . **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. Patron Service Policy: July draft review pending.
 - f. Wireless Internet Policy July draft review pending.
- 1.7 Campaign Exploratory Committee
 - a. Report Status: Terri reported Kathy Barger's interviews of 42 people went very well. Kathy will present her report to the Board on January 27 at 6:30 pm. The meeting will be open and anyone interested is encouraged to attend. Lisa thanked Rhonda for her efforts to set up the appointments.
 - b. Campaign Software: Rhonda reported Xan has completed donor data entry (451), entered total is \$330k less than contribution total. Discrepancy to be researched - look for Pat Hand's donation ledger? cross-check with checkbook deposit entries?
Xan continues to have difficulties printing reports.
- 3.1 Humanities Council Membership: Tabled for now.
Merry Christmas and Happy New Year!
Next Meeting: 20 Jan 2009, 6:30 pm at the library.
Fundraising Report Presentation: 27 Jan 2009 6:30 pm at the library.