

**Abbott Library Trustees
Meeting Minutes
June 18, 2007**

Present: Peter Urbach, Chair; John Mapley, Treasurer; Sally Southard; Rhonda Gurney; Lisa Bozogan; Mary Empremium, as alternate for Allan Davis; and John Walden, Library Director,

Absent: Allan Davis; Paul Pratt, alternate; Betty Tatlock, alternate

Public Attendees: Ronald Verblauw, Faith Reney, Mark Halsted, Bruce Burdett, Ann Nilsen, Peter White, Betsy Katz, Dennis Kohn, Lisa Meehan, Barbara Chalmers, Dan Banks, Mathew Reid – Argus Champion

Secretary

Peter announced that with Allison's departure the Board lacks a secretary and asked for volunteers. There were none. Peter indicated that he would try to take minutes of this meeting (in addition to chairing the meeting) but that he hoped that by next meeting someone would step forward.

[Note: Dan Banks took a video of the entire meeting. In order to make the minutes more accurate, Peter approached Dan for a copy of the tape of the meeting. Dan turned his tape and camera over to Catherine Bushueff to convert the tape to DVD. Dan then provided the three resulting DVD's. Unfortunately, like the missing 18 1/2 minutes of Nixon tapes, the DVD's are missing information from the end of the Library Director's Report to the beginning of the Campaign Steering Committee Report. Missing is the discussion of Status of Refund Distributions and the Ron Verblauw tirade. No doubt technical problems in the conversion.]

Approval of Minutes

In the minutes of May 21, in the Building Committee Report (VI, b, line 5) Rhonda pointed out that the single abstention on the vote to amend the Building Committee Charge was by John M., not Betty as noted in the minutes. The change was unanimously agreed and the minutes approved as modified.

Chairman's Report

Trustee Resignations

Peter summarized the impending trustee resignations as set forth in his June 13 e-mail to the Board. Allison's position is vacant and is the only currently open position. John M. had resigned last month effective June 30 but has decided to stay on the Board for several additional months until he completes his work on the Campaign finances. He can be reinstated by a majority vote of the trustees since the effective date of his resignation has not yet passed (per Donna Nashawaty). Allan intends to resign from the Board after the July meeting after completing his work on the Campaign Steering Committee.

E-mail Archives

Peter announced that approximately 170 board e-mails from October 1 2006 to December 31 2007 have been transferred to the Library computer and will soon be achieved for public access. Together with the board e-mails from January 1, 2007 to date which are already publicly

available at the Library, this completes the backfile of publicly available e-mails the board has decided to make publicly accessible.

Rhonda announced that she had come into possession of print backfiles of board e-mails going back several years. Paul apparently turned over these files to her after the March 2007 elections. Rhonda feels these additional e-mails should be made publicly available and has obtained legal advice from an unnamed attorney to support this position. Although the Board previously voted to archive backfiles only back to October 1, 2007, the Board did not want to debate the point with respect to these older e-mails. The Board agreed that these old e-mails should be stored in the Library as is, available for public access in their present print form. John W. will have to decide which books to discard to make shelf room for the volumes of old e-mail.

Library Director's Report

Reading Room Reconfiguration

John W proposed a reconfiguration of the Reading Room to provide more space for additional shelving units and computers. His plan was submitted to the Board (attached to file copy of minutes). Total cost just under \$7,000. Sally moved and Mary seconded a motion to approve the plan and seek funding from the Friends. Passed unanimously.

Library Statistics and Programs

John passed out statistics generated by the new automated system (attached to file copy of minutes). Circulation is down and John was asked to develop comparisons to the same month in several previous years and also determine average daily rates for each month to see if trends can be determined. Hourly usage statistics were also presented and discussed Peak usage is 6PM to 7 PM. ASK program activity was also presented and discussed.

The Summer Reading Program was discussed. It will be held at the Methodist Church again because of space limitations at the Library. The theme this year is "Reading Road Trip USA" and it will be held Thursday evenings 5:30 to 7:00 for 5 weeks. Twenty Five are registered so far. Last year the program had 75 –80 registered with average attendance of 60.

The new system also provides e-mail notices of overdue status to patrons but many patron e-mail addresses are not available in the system. John is continuing to work on this.

[Note: This is the beginning of the missing portion of the Banks video]

Treasurer's Report

The Treasurer's Report was submitted and discussed (attached to file copy of minutes).

Building Planning

Status of Refund Distributions

John M reported:

Refund Checks Issued	\$966,000
Pledges Cancelled	200,000
6 Additional Refunds being researched	<u>10,700</u>
Total to date	\$1,176,700

This will leave about \$400,00 of available funds in the Campaign.

Peter reported on donors requesting anonymity: 32 % of donors representing 57% of funds.

Considerable heated discussion followed on the question of anonymity of donors. Lisa expressed concern that donations were being held as anonymous. She asked that the minutes specifically reflect her opposition to honoring donor's requests for anonymity. Peter repeated the history of the decision to honor donor's requests for anonymity based on the advice of the NHLTA counsel. Mark Halsted commented on the letter sent to donors indicating that it could have been more aggressive in urging donors to leave their funds with the Campaign. Peter pointed out that Town Counsel and an attorney in the Office of the Attorney General had approved the text of the letter before it was mailed. Ron Verblauw violently expressed his dissatisfaction with the manner in which the trustees handled the refund procedure, ending in a tirade against Peter. Sally and Mary commented on the appropriateness of the trustee's actions in handling the refund matter.

[Note: This is the end of the missing portion of the Banks video. The video resumes here.]

Campaign Steering Committee

Sally reported that the final Steering Committee meeting scheduled for earlier in June had been cancelled as reports were not completed. The meeting will be held on July 11 at which time final reports will be reviewed.

Sally also reported on the successful benefit dinner held at the New London Inn at which almost \$1,000 was raised for the Friends of the Library.

Building Committee Status Report

Rhonda passed out minutes and support papers from the Building Committee meeting of June 13. Some of the Trustees had previously received these papers by e-mail but the distribution apparently did not reach all trustees. Rhonda discussed the contents of the Building Committee minutes. She explained that a volunteer suggestion form was being developed and that Peter White was going to draft a time line of actions required to be taken by the Building Committee leading up to the March 2008 Town vote.

Peter U. commented that for future Trustee review of Building Committee actions Rhonda should insure that all Trustees have the Building Committee minutes and supporting papers in advance of the meeting. Then, the Trustee meeting time can be spent discussing Trustee reactions to the work of the Building Committee rather than reviewing minutes.

Peter U commented on his June 14 e-mail to the Trustees on the June 13 Building Committee meeting and the subsequent response from Peter White and his answer, all of which had previously been shared with the Trustees via e-mail. The specific issues (20 year building life reduced to 15 years, 900 square foot meeting room reduced to 450 square feet, the high ranking of the proximity to the elementary school and the lack of consideration of parking) were all discussed. Barbara Chalmers responded that all of these matters were being reviewed and were subject to change as further information is collected. This is a work in progress and Peter's comments may have been premature. The parking is included in the lot size considerations even though it is not explicitly mentioned in the list of criteria.

Sally reiterated the importance of parking to the new library. Mary felt proximity to the schools should not be ranked #5 (highest). Rhonda commented that the weighting factors assigned to the criteria would be reviewed again.

Peter White made the point that there are two parts to the Town, Harbor and Lower Village and the two parts need to be brought together. He feels putting the library in the Lower Village will bring the Town together. Sally replied that a library will not be catalyst for future development.

It was agreed that the Trustees should regularly review the ongoing work of the Building Committee and provide input to the Committee.

Rhonda raised the question of whether the Trustees needed to address the 2003 warrant article (#22) that deals with funding for the new library that will be expiring in December 2008. Peter replied that a new warrant article replacing the 2003 article would have to be developed when the Building Committee is further along in its work.

Book Sale

Lisa reported on the progress on the Book Sale. Notices were sent to parents through the schools. Some book sorting at the storage facility remains to be done. John W. reports that donations of books are starting to be deposited at the library and that library weeding will contribute to the books available for sale.

Election of New Trustee

Peter opened nominations for the vacant seat on the Board (Allison) pointing out that we had seven applicants for the one position. Sally nominated Steve Fair stating that he had the skills (CPA) to serve as treasurer, skills we would need with John M's impending departure. Rhonda seconded the nomination. Peter pointed out that he and John W. had met with Steve to assess his qualifications and willingness to serve as treasurer. He felt Steve was qualified and willing to take on the task. Lisa indicated that she would have liked to be present for that meeting and asked that she be advised of any such future meetings. There were no other nominations. Steve Fair was unanimously elected.

Other Business

Rhonda proposed a book loan outreach program for the Sunapee Cove Assisted Living Center. Rhonda, working with John W. will develop a plan for the next Trustee's meeting.

Meeting adjourned at 7:45???

Peter Urbach, Acting Interim Secretary 6/22/07