

Peterborough Town Library Trustees
Meeting Minutes
May 27, 2010 (DRAFT)

Present: Trustees Randy Brown (RB), Karen Peterson (KP), David Simpson (DS), David Weir (DW); Library Director Michael Price (MP), Friends of Library representative Al Johnson (AJ); Town Administrative Assistant Nicole MacStay.

The meeting opened with a motion to accept the minutes from April 22 as written, with a second, and approval by all. Minutes of May 20 meeting were moved for approval, with suggested corrections and amendments on Prudent Man vs. Prudent Investor terminology and the addition of “with an emphasis on bonds” to the phrase “follow the Balanced approach for now...” Those minutes, with said changes, were approved unanimously.

RB presented the Trustees’ Treasurer’s report for the month.

Balance - 4/21/10	\$ 9,209.01	
Debits 4/22/10: FIA Card Services	\$ 984.17	c/c MP @ PLA, Portland, OR
4/22/10: Positive Promotions, Inc	\$ 90.45	c/c LK: Volunteer appreciation gifts
5/03/10: NHLTA	\$ 120.00	Membership renewal; 5 trustees and MP
5/20/10: FIA Card Services	\$ 218.75	c/c LK: Refreshments for Nat'l Library Week; NHLA hotel
5/20/10: FIA Card Services	<u>\$ 19.10</u>	c/ MP
Total debits	\$1,432.47	
Credits 4/23/10: Town of Peterborough	\$ 139.98	c/c reimbursement
5/04/10: Kriebel	\$ 20.00	Adopt-A-Book
5/12/10: Pboro Woman's Club	<u>\$ 50.00</u>	Gift for children's programming
Total Credits	\$ 209.98	
Balance - 5/27/10	\$ 7,986.52	

Going forward, Trustees discussed how much detail on financial items we want in our published minutes every month. One option is to put the financial reports in binders that are available to public, but not publish or post the information on the Town website. Charter will meet with us quarterly and provide us with updates on our investments – and that meeting is open to the public. We will publish Trustee financial reports yearly through the Town’s annual report. DS made a move to accept the Treasurer’s report as written, KP seconded, and all approved.

RB reports he has discovered that Trustees are involved in three checking accounts, all at Ocean Bank. The first account is the Trustee checking account, the second is Michael’s operating account. There is a third account at Ocean Bank that is of mysterious origin – it’s possible this account was used for warrant article money or for the walkway and portico redo several years ago. No current Trustees can sign on this account so that needs to be rectified. RB will follow up to clarify and report back next month.

Director’s Report: Custodian Mike Clark will be out for three to six months on disability due to injuries suffered at his home. Lenny from Public Works is filling in on the cleaning for now and doing a great job.

Re: Library programming, recent adult programs included two poetry sessions last month, and a financial planning for retirement session this week. Looking ahead, the Library has received a grant from the Humanities Council for “Inside Russia Today” to be held at the Library on August 26th. On September 23rd the Library will present back-to-back children and adult programs on loons, led by John Rockwood, the Loon Man NH. Lisa B and MP intend to ask the Friends to pay for these programs (\$350).

With the Town budget passed, MP has asked Dave Croumie to contact West Rindge Construction to schedule repairs included in the library capital budget (the front steps and the foundation), as soon as possible.

MP reports the State Library Association has expressed concerns about using volunteers at the circulation desk because these volunteers have access to patron records. The RSAs are protective of patrons’ right to privacy. With respect to the Peterborough Library, we use volunteers at the checkout desk on Sundays. MP reports we have a good process in place: our current model is to provide orientation, informational brochures, and a signed statement from each volunteer. Only Sunday volunteers go through this orientation, as they’re the only ones who work at checkout.

MP brought up the issue of unspent money as we approach the end of the fiscal year. We have some amount of money available as a result of underspent expenses. Trustees asked MP how much money is involved. MP reports he is currently \$27,000 under budget, but there are more expenses to come for May and June, so he doesn’t have an accurate answer to that question. Town Finance Director Nancie V was good enough to run a report for us that projects the Library having approximately \$18,000 left over. Still to be determined is the amount of revenue shortfall we will have.

MP would like to use some of these unspent funds for items that were pulled out of this past year’s budget: the painting of the building exterior and stucco work on the northeast corner. He needs a letter of authorization from the Trustees in order to spend it.

DB asked MP why we have extra money. He reports it’s because of a mild winter, and underspending of the acquisitions budget for reference and adult books. He says he and Brian haven’t had time to make selections in a thoughtful way.

Re: using some of the funds for cleaning, AJ wonders if we can regularly put some money aside, a small amount under \$1000, to get some of the items on the Neatly Done suggestion list taken care of. For now, it remains to be seen how things will proceed with Mike Clark being out of commission for the time being, and Lenny in as his replacement.

With regard to the Town requirement for competitive bids on projects, Nicole M was able to clarify for us that it’s always good policy to get three bids for anything over \$1000. If it’s over \$3000, we are required to get at least three competitive bids. She also mentioned that if we want to go the encumbrance route, MP should plan to have Purchase Orders in the system by June 25.

At 3:45, we suspended Library business discussions as Heritage Commission representatives Duffy Monahan, Sheila Fitzpatrick and Linda Dubreuil joined the meeting to present their report on the Main Street Bridge reconstruction project, as it affects Section 106 wetlands and historical resources. The group feels we’re stuck between a rock and hard place with this project, and they want to be sure Trustees are aware of potential encroachments and ramifications for the Library, especially with the proposed roundabout, which is one of the two concepts put forth. They have concerns for historic buildings if that option goes forward, including the Smith House and the Library. There are also right of way issues, timing issues, temporary bridge issues, traffic and

pedestrian issues, construction duration and impact issues, and much more. DW would like to see the rebuilding of the bridge discussion broadened to downtown community development with a proposal for the renewal of lower Main Street. RB, as Trustees' representative to the Bridge project, anticipates not much will be decided before next spring. The Trustees feel we should confine discussion on this topic at our meetings to how the issues affect the Library, regardless of our personal positions or preferences. We should ask ourselves what is at stake for the Library building with the construction – noise, vibrations, encroachment – and with operations, and focus on those things we can control. The Heritage Commission representatives left the meeting at 4:10, with thanks from the Trustees for their attention to these issues and for their comprehensive report.

Back to regular session and the Director's Report, RB made a motion, at MP's counsel, that Trustees authorize the Director to proceed with making arrangements for exterior painting (\$4,500), stucco repair (\$1,100) and some interior cleaning (no more than \$1,000) in the next month, using about \$6,600 in unspent funds from other budget line items. DB seconded. DB, DW, RB voted yes, KP voted yes with understanding that we appropriately communicate this to the Town, as part of our effort to be good collaborators on these issues, with the intent of making best use of the money. DS abstained. The motion passed.

MP told us of the recent death of Robert Campbell, a regular user of the McGilvray Room who channeled numerous donations to the library for McGilvray Room purchases. Donations in his memory will be made to the Trustees, for further McGilvray Room acquisitions. DS suggested that MP write an appreciation via Thank You Letter to the Editor about this and any other gifts from Mr. Campbell during his lifetime (he will check with Linda on that). He might also use this as an opportunity to inform readers about the range of resources available in the McGilvray room.

Trustees' second strategic planning session is scheduled with Jane LaPointe on June 19th at 9:30 a.m. at the Library. She has sent us an agenda in anticipation of that meeting, and asks that Trustees consider the questions raised at the last session to see if any remain unanswered.

KP asked that we take up moving ahead on the issue of switching from Prudent Man to Prudent Investor approach. DS made a motion that, given that RB and Rod Falby have read through the trust instruments and found no barriers ("they are mute"), the Trustees should go forward on changing to Prudent Investor. RB seconded. All approved. RB will follow up, working with Charter to update the Investment Policy for approval by Trustees at next meeting if possible, and then making arrangements to send an appropriate letter to the Attorney General's office.

DS suggested Trustees should re-elect officers, and made a motion that we continue with the slate now serving for a term of one more year (DB chair, RB treasurer, KP secretary). DW seconded, with appropriate approval votes.

Before winding up the meeting, RB asked Trustees to reflect on this thought: All resources Trustees control were given to us as a result of bequests and gifts, free and clear, with no investment instructions, with some instructions on what purposes, but that the money should be spent for the library, for its general use, children's programs, etc, but no instructions that we should invest it (although some specify using investment income only for purposes).

Trustees will meet Thursday, June 24 at 3:00 p.m. The meeting was adjourned at 4:35 p.m.

Trustees Planning Session – Saturday, June 19 @ 9:30 a.m. (Jane LaPointe – facilitator)

PTL Trustees Meeting – Thursday, June 24 @ 3:00 p.m.