

Peterborough Town Library Trustees  
Meeting Minutes  
June 24, 2010

*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 Administrator Pam Brenner.

The meeting opened at 3:05 with a motion by DB to accept the minutes from May 27 as written, with a second by RB, and approval by all. Brief minutes of June 19 planning session were also approved unanimously.

RB presented the Treasurer's report for the month:

Balance - 5/27/10		\$ 7,986.52	
Debits	6/24/10: FIA Card Services	<u>\$ 218.75</u>	NHLA annual meeting
	Total Debits	\$ 218.75	
Credits	6/11/10: Conner Family	\$ 100.00	Memorial: Robert Campbell
	6/11/10: Friends of Library	\$ 104.90	Reimburse Library Week
	6/22/10: Town of Pboro	\$ 984.17	Reimburse credit card
	6/24/10: June E. Hillyer	<u>\$ 25.00</u>	Memorial: Robert Campbell
	Total Credits	\$1,214.07	
Balance - 6/24/10		\$ 9,086.74	

RB reported receipt of the first monthly statement from Charter. DW asked if current investments are primarily CDs. There are some 30 CDs in the portfolio so far, but not all of the money has been invested yet. RB said he would prefer Trustees not micromanage the investments, rather allow the professional managers to do the work they're hired to do. KP recalled we had targeted reviews on a quarterly basis.

Re: Library operating finances, MP provided an updated projection of anticipated savings of \$16,000 in Library expenses for year end. On the revenue side, the current revenue shortfall (excluding last quarterly payment by Trustees to the Town) is \$14,000. The Library Revenue account, which has had accumulated revenue overages of just over \$9,000 from the past 10 years, will show a \$14,000 balance with the addition of the \$4,500 quarterly income from the Trustees of Town Trust funds. Our scheduled transfer to the Town of \$4,500 would leave this revenue account at approximately the same level as the start of last year. Note: this money is not expendable, cannot be used for projects, rather it is an accumulation we can only use to make up for any revenue shortfalls or expense overages in any given year to assure we make our voted-upon budget numbers. Pam Brenner confirmed that the Library's only obligation was to achieve our budgeted numbers. If the Library overpays the Town (comes in under net budget), the surplus money would be used to lower the tax rate. After discussion as to how much to turn over in this last revenue payment to the town, it was agreed we would pay the anticipated \$4,500 for the final quarter of the year. DS so moved, KP seconded the motion, and all voted in favor.

In a side note (old business), last month's mysterious checking account has been demystified – that account is, in fact, the ongoing Library revenue account, but the statements were confusing. Also, RB will proceed with arrangements to change signatures from previous to current Trustees on that account at Ocean Bank.

Al Johnson from the Friends asked what could be done to provide more space in the "pricing room," a storage room in the ground floor that is filled beyond capacity with Monadnock Writers' Group and Weight Watchers materials as well as a random collection of items (file cabinets, lamp shades, broken book cases, an oak table, murals on panels, etc.). MP explained that our agreement with both the Writers' Group and WW is to allow them to keep materials there, having been grandfathered against the current policy of no storage for

ongoing users. He will check with staff as to what of the miscellaneous items should stay, then he and Al will have items stored, moved, trashed, or sold as appropriate.

DS made the official motion for the Trustees to nominate the Friends of the Peterborough Library for the NHLTA's Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group. All agreed, and each Trustee signed the letter of nomination that will be posted today.

Director's Report: MP has arranged with the NH West Chapter of the Red Cross for a series of workshops on disaster preparedness this fall, scheduled for Sep 16 (7pm); Sep 30 (11am and 7pm); and Oct 14 (7pm). DS volunteered to serve as proctor/host for both Sep 30 meetings.

MP provided a listing of items purchased with the \$3000 Tech Grant money from last fall. The value of things purchased was \$3,200 and includes a digital camera with accessories, a dvr-dvd video camera, a digital projector, laptop computer, voice recorder, computer cleaning kit, a manual typewriter. Electric tally counters at both front and back doors were also included, as well as expansion of the Library's wireless system. The Library also received a donation of four 17 inch flat panel computer screens from Mike Wakefield, who will recycle the old CRTs. KP suggested the Library do some publicity about the new equipment, and will draft thank-you letters and a press release.

DS asked how to go about getting someone to clean out the front flower beds. MP reported the Garden Club takes care of the bridge frontage entrance, but the Town does the rest. They seem to be doing a nice job on the beds between the Library and the Kyes-Sage House. MP and Pam will get with Rodney to step up work on the front of the building.

Work is scheduled to being in early July on the front steps, the stucco repair and the foundation. Bathroom ventilation work is in the process of being scheduled. DS mentioned the Episcopal Church has added a Trex board to their new steps to improve traction. It's unclear if this is an alternative (or desirable) for the Library steps.

In Old Business, DW reported on a conversation he had with Michael Morse (owner of CenterTown building) regarding lower Main Street renovation. Both DW and DS have expressed great interest in integrating a new or renovated Library into a larger downtown renovation project, if timing works. Pam Brenner expressed her appreciation for their vision and ideas. The July 20<sup>th</sup> Select Board Meeting will have this topic and the Bridge on the agenda (6:30 p.m. start, first item on the agenda).

The Trustees expressed their great appreciation for the work that Jane LaPointe has done in our planning sessions. The Trustees voted to send a contribution to The River Center in her name. KP will follow up.

RB reminded Trustees that we need to review and establish policies for the Library. DS agreed to take the lead in review and rework of the Memorandum of Understanding between the Library and the Town. A Disaster Plan is in place, MP will be sure that a copy is filed with appropriate Town agencies. A Snow Policy is in place, and for now the Library has adopted the Town's Personnel Policies. Regarding Library operating policies, there is a large notebook created by MP and staff in the Trustee files.

DS suggested it is time to begin thinking about forming a related but separate committee to work on the envisioned capital campaign. He and DW will take the lead on that, including investigating if and how to create a 501(c) 3 for this effort.

At our planning session earlier this month, Trustees discussed setting aside a few minutes at the end of each meeting to go into nonpublic session. It's not certain we can legally do this unless we're discussing personnel issues relative to a person's reputation or compensation, or real estate transactions. Because of this uncertainty, this idea has been shelved for now, pending further investigation.

Trustees meet next on **Thursday, July 22 at 3:00 p.m.** The meeting was adjourned at 4:30 p.m.