

Peterborough Town Library Trustees Meeting
Meeting Minutes–March 18, 2010 *DRAFT*

Present: Trustees Randy Brown (RB), Diane Burnet (DB), Karen Peterson (KP), David Simpson (DS), David Weir (DW); Library Director Michael Price (MP), Friends' Chairman Al Johnson (AJ)

The Library Trustees meeting opened at 3:00 p.m., with a motion from RB to approve last month's minutes, seconded by DW and approved by all. The Treasurer's Report was reviewed, KP moved to approve, DB seconded, with approval by all. RB pointed out that we have two CDs that mature in two weeks, with decision on what to do about those to be informed by later agenda item on Investment Management.

Trustee Checking Account:

Balance 2/18/10: \$9,500.24

Debits: 3/2/10: Town of Pboro 28.75 Credit card reimbursement
Total Debits \$ 28.75

Balance 3/18/10: \$9,528.99

RB moved to accept the Director's Report as written, and DW seconded, followed by discussion.

Linda and MP are still working with EOSi, who are now mirroring library transactions to try to find a pattern, trying to troubleshoot, but still not making much progress towards resolution. Problem may be a batching issue—data being batched and sent on to EOSi, but not in a timely fashion. Trustees made the suggestion that MP go higher up within the EOSi organization to let them know we're not getting this resolved and that we need to see progress. MP has begun to investigate other systems. Although he feels we're not at that point yet, the first year of this new contract ends July 1st, which could be a deadline for us to either resolve or make a change.

DS expressed the Trustees' appreciation for receiving MP's Director's Report and Staff meeting notes by email, very helpful. The Library and Trustee reports for the Town Annual Report have been submitted (March 15 deadline), and DS complimented MP and his staff on their report. RB was commended for his writeup on the part of the Trustees. Additionally, Trustees have submitted a piece for the upcoming Town newsletter, and had a Letter to the Editor (Thank You to Lake Sunapee) published in today's newspaper.

Re: Library cleaning, MP has met with Dave C, and reports that they both agree has been no improvement in custodial service. He has weekly worksheets available for Trustees to review.

Town plan for wi-fi has been shelved for now. MP and Brian have met with Tim Lind re: the second antenna, and issued a work order for an additional electric outlet. The existing antenna will be moved to the arched ceiling in the reference room; the new antenna will be located in the archway by the copier. Public Works has deemed the Eckhardt & Johnson invoice to be legitimate, and it has been paid. Weight Watchers is interested in adding a second session which, if it happens, will restore \$200 per month in revenue. Monadnock Music is now paying \$375 in rent, as of March 1st.

The annual NHLTA meeting is on Monday, May 3rd in Portsmouth. Friends of Libraries are being encouraged to attend, with special pricing for them. AJ will check with fellow Friends to see who might wish to attend. At time of our next meeting, April 15th, each of us will have decided if they can attend (AJ will let KP know who from Friends want to go) and the order form with payment will be submitted then.

AJ spoke on behalf of the Friends to ask if Trustees would be interested in joining the Friends for tea some time in the next few months. Trustees are enthusiastic and look forward to that; AJ will let us know dates. AJ reported the Friends have recently received a gift of \$2,000 from the Van Deusen estate, a very generous contribution. He also reported he resigned as Chairman a year ago, and will be stepping down next month, with the expectation that Richard Sawyer will succeed him after a vote on April 6th. However, AJ will continue to serve as the Friends' representative to the Trustees.

Library upkeep continues to be a concern for the Friends, and AJ asked if we felt the Town was making headway on that front. Per above, MP said he'd met with Dave, and there has been no improvement (but also no deterioration). Because Dave ultimately reports to Rodney Bartlett who reports to Pam Brenner, Trustees feel it's important to keep Pam and Rodney in the update loop as part of the process toward deciding longer term on how we can keep the Library clean. KP asked MP if it's time to go back to the Town and let them know. MP suggests waiting another month before taking the next steps, so we will revisit at next meeting. He also suggested we take a look at encumbering funds prior to yearend if we decide we need to go outside for cleaning services, although encumbering may be an issue, given the Town's current fiscal situation.

Having heard from three prospective Investment Managers concerning management of Library Trust Funds, David Simpson made a motion that the Trustees accept Charter Trust as the manager our funds going forward. KP seconded so that the discussion could begin. All the firms we considered were deemed quite good and professional, but points favoring Charter include: lower fees, strength of presentation and follow-up, offer of assistance with paperwork, proximity (across the street), and experience with Town Trust Funds. DB called for a vote. DS, KP, RB, DB in favor, DW abstained because he wasn't able to attend all the presentations. The motion passed.

Next step is that RB will let Charter know and begin working with them on the process of changing over the various funds, discuss CD maturity strategy, and also have them assist as we assess and decide switching from Prudent Man to Prudent Investor.

Not everyone had had opportunity to read Jane LaPointe's summary of our strategy session last Saturday, but all agreed the meeting was very useful and felt it had been well worth the time spent. Our thanks to Jane for her efforts on our behalf, and for her clear and directed thinking. We expect we will reconvene in similar fashion sometime in mid to late May following Terry Knowles' visit and the NHLTA conference.

Regarding continued discussion of goals for the Library Director, in view of time constraints today, DS asked MP to write up and send his comments to us by email so we can review them ahead of time for discussion at next meeting. RB and MP brought up that under Town Personnel policy, it would be very difficult to create goals on a calendar year basis, given that any merit raises are based on fiscal year.

DW has a conflict with our current meeting time, and Trustees agreed to move regular meetings from the 3rd to the 4th Thursday of the month, still at 3:00 p.m., starting in May. We have Terry Knowles booked for the 15th so we will leave our next meeting as is.

In other business, DS asked that MP arrange to remove the crime scene tape on the front steps and replace with something more appealing that will still get message across not to use the steps. Now that spring is nearly here, MP will check back in with Town and report back on the miscellaneous projects from our repair and maintenance checklist that have been on hold during the winter season.

MP has no plans for celebrating National Library Week in April. Friends are coming up on a 10th anniversary this summer, and AJ will discuss possibility of a celebration with his board. Trustees are willing to help in any way on either of these.

Next meeting is set for Thursday, April 15th at 3:00 p.m. Terry Knowles from State Attorney General's Office will join us to address RSA and other legal issues. The meeting was adjourned at 4:10 p.m.

Respectfully submitted,
Karen Peterson

***Next Pboro Library Trustees meeting: Thu, April 15th at 3:00 p.m. (then changes to 4th Thursday)
Annual NHLTA Conference: Mon, May 3rd in Portsmouth***