

Peterborough Town Library Trustee  
Meeting Minutes  
November 18, 2010 – DRAFT

Present: Trustees Randy Brown (RB), Karen Peterson (KP), David Simpson (DS), David Weir (DW); Library Director Michael Price (MP); Friends of Library Rep Al Johnson (AJ); Town Finance Admin Nancie Vaihinger; Leslie Lewis from Town Budget Committee. Absent: Trustee Diane Burnett

Acting as chair in Diane R’s absence, Randy Brown called the meeting to order at 3:02 p.m. Leslie Lewis introduced herself as our liaison with the Budget Committee. DS arrived at 3:07.

DW made a motion to accept 10/28/2010 minutes as written, seconded by RB. Concerning MP noted that in fact he had a conversation with someone at the State Library and that the Open Source database is not being used, and is an ongoing project, with no date yet set. MP will keep us posted on progress. All voted in favor of approving the 10/28 minutes. DW moved to accept the 11/8 minutes, seconded by RB, all voted to approve as written.

RB presented the Treasurer’s Report:

Trustees’ Checking Account:

Balance	10/28/2010	\$ 9,348.46	
Credits	10/29 - Gregory and Kristina Kriebel	\$ 20.00	Adopt-A-Book
	Jeffrey & Debra King	\$ 20.00	(gift - books)
	11/17 - Town of Peterborough	<u>\$ 219.59</u>	(credit card reimburse)
	Total credits	\$ 259.59	
Debits -	11/1 - Marina Forbes	\$ 331.00	(speaker fee)
	11/8 - Tennent/Wallace	<u>\$1,500.00</u>	(architect's fee - half)
	Total debits	\$1,831.00	
Balance	11/18/2010	\$7,777.05	

Outstanding Liability: Remainder of architect's fee: \$ 1,500.00

	<u>Date</u>	<u>Value</u>	<u>Change</u>
Charter Trust Account:	8/31/2010	\$ 636,120.29	
	9/30/2010	\$ 693,083.66	+\$56,963.37 <sup>1</sup>
	10/31/2010	\$ 705,595.02	+\$12,511.36 <sup>2</sup>

Notes: 1) Add "Proudman" CD>\$40,000 + appreciation + reinvested dividends.  
2) Appreciation + reinvested dividends.

Estimated Annual Income: \$ 19,850.87

KP asked for clarification about revenues and reporting on this income. RB explained that he provides a report on the Charter Trust Library Trustees account on an annual basis to the AG’s office at the end of the fiscal year and to the Town for the Town’s annual report, in both cases as unrealized gains. The only income from these accounts we would have to report as part of the budgeting process is that which we decide to take as income for library operations – otherwise it’s recorded as unrealized gains in our official Trustee financial reports.

RB asked Trustees to consider that our checking account will be down to \$6,000 by year's end and we should consider if we need to take some income from Charter to add to our cash balance. With Trustees okay, RB will investigate with Charter how we might do that. KP moved to accept the Treasurer's report, DW seconded and all voted in favor.

Director's Report: RB accepted as printed, KP seconded so that the report could be discussed. DS asked if MP had gotten any direction from the Town as to what they are looking at for budget numbers this year. KP wants to be sure we're aware that MP's report says he's going to prepare a budget of no more than 2% increase, and she's concerned about accuracy of that info. Trustees and MP agree we need clarification on what that 2% increase actually means – 2% overall? 2% salaries only? All voted to accept the report as written, with these discussion points noted.

In old business, MP is still awaiting word from the plumber and Town as to cost effectiveness of shutting down Kyes-Sage house. It appears it will not be cost effective, but he will let Trustees and the Friends know results when he finds out. As of now, Kyes Sage will not be shut down unless he reports to us otherwise.

In more old business, following up on last week's meeting, MP sent a note to Carol Ogilvie asking if it made sense for us to reduce the CIC request for a renovated circulation desk if we think we might spend less or find other ways to help fund it. She would be disinclined to do so. Leslie Lewis spoke up, as a member of the CIC, saying the committee is not averse to the request at this point, given that the plans for a new library are far enough out in the future. Other departments have yet to be heard from before final decisions are made, by mid December.

DW talked about how things are moving forward more quickly with our renovation plans, and it may be sooner than 2020 for a new library, perhaps five to seven years rather than the ten years cited. DS and DW have expressed their desire (and have so voted) to not have this renovation work done, at this level of expenditure, with a new library on the horizon.

KP filled Leslie in on the split among Trustees about the circulation desk. In September, Trustees voted to allow MP to pursue the renovation idea, spend \$3,000 to draw up a plan with cost estimates for our review at our next meeting, prior to the CIC meeting. Although MP presented us with drawings, there were no costs attached. MP presented a proposal with bid to the CIC without having told any of the Trustees the amount of the proposal (\$40,000+). At a meeting last week, Trustees discussed the pros and cons of the renovation, with three out of five Trustees still wanting to have the desk renovated because of safety and security issues; but not necessarily at that high an expense. Our hope is to try to put together something less expensive, perhaps transportable. We haven't voted to spend the money (we don't have it, as RB pointed out), and if the project is approved, our intent is to find a less expensive way to do it, if at all possible. We also must comply with Town regulations of getting three bids for any project over \$10,000.

Leslie suggested attending the CIP meeting on Nov 30<sup>th</sup> at 6:00 p.m. if Trustees have something to add or amend to our proposal.

KP left at 3:40 and David S continued taking notes.

Discussion about the circulation desk application to CIC continued. Discuss of portability and chances that it will not fit into a new space. MP said that Carol O said it better to apply for all the funds than part hoping for a match cause can't come back and if additional funds are found than can return money.

DS noted that the request did not include the actual equipment that would be necessary to make the new arrangement operational. DW noted that the timing of a new or revised library is moving faster than thought and the circ desk might have a very limited time use. DS indicated he would go before the CIC to express his opposition to the request. RB expressed concern about how disagreement will play out to the public.

DS and DW reported on Phase 1 of the new 501c3. A planning meeting was held and several steps were laid out. DS and DW had a meeting with Mark Fernald who has agreed to be of counsel to new organization. Three individuals have been approached about becoming incorporators with replies expected soon. At that point Mark will file necessary papers with authorities.

Plans are under way to have architect Bob Hillier speak at this summer's Monadnock Lyceum at the Unitarian Church. RB spoke highly of the lunch meeting and the skills of Bob Hillier, especially his ability to bring in an outsider's point of view of the town, comments about barriers in town, as an example the river to the library.

Items of business held over:

- Plan for the closing of the library on emergency snow days. Nancy V. reminded the Trustees that a copy of these arrangements will have to be filed with the town since it is contrary to Town policy.
- Order of chair assumption when Chair is away

The meeting adjourned at 4:15 p.m.

***Upcoming dates:***

***CIP Committee Meeting: Tuesday, November 30<sup>th</sup> at 6:00 p.m. at Town House***

***Budget Review with Pam Brenner: Thursday, December 16<sup>th</sup> at 9:30 a.m.***

***Friend of Library Christmas Luncheon: Thursday, December 16<sup>th</sup> from 11:00 a.m. – 2:00 p.m.***

***Monthly Trustees Meeting: 3<sup>rd</sup> Thursday, December 16<sup>th</sup> at 3:00 p.m. (changed due to Christmas)***