

Peterborough Town Library Trustee  
Meeting Minutes  
July 22, 2010 - Draft

Present: Trustees Randy Brown (RB), Diane Burnett (DB), Karen Peterson (KP), David Simpson (DS), David Weir (DW); Library Director Michael Price (MP); Town Finance Manager Nancie Vaihinger

The meeting opened at 3:05 with a motion from RB to approve the minutes from the June 24<sup>th</sup> meeting, seconded by DW, and approved as submitted by all. The minutes from last week's special meeting on Friday, July 16<sup>th</sup> were also approved with correction from PDI to PDO, on a motion from RB, seconded by DW.

RB presented the Treasurer's Report for the month, including the Trustees' checking account, CDs, Charter balance and the annual report submitted to the Attorney General's office recently.

Balance - 6/24/2010		\$9,086.74
Debits - 6/25 - Town of Peterborough	\$4,500.00	Transmittal TTF payment
6/25 - River Center	\$ 100.00	Gift: appreciation for Jane LaPointe
7/20 - FIA Card Services	\$ 20.98	
Total debits	\$4,620.98	
Credits - 6/25 - Charter Trust	\$4,500.00	Quarterly Payment - TTF
7/2 - Kriebel; \$20.00 + \$40.00	\$ 60.00	Adopt-A-Book
7/14 - Donald Campbell	\$ 25.00	Memorial: Robert Campbell
R. L. Carder	\$ 30.00	Memorial: Evelyn Collins
Total Credits	\$4,615.00	
Balance - 7/22/2010		\$9,080.76
Charter Trust Account - Balance	5/31/2010 - \$591,303.78	
	6/30/2010 - \$581,867.60	
CDs (amounts rounded):		
Ocean Bank #7000125223: Balance 12/31/09: \$41,358		Matures: 7/30/2010
Ocean Bank #7000137345: Balance 12/31/09: \$26,188		Matures: 8/28/2010

As one of the Ocean Bank CDs matures on July 30, RB made a motion that Trustees withdraw the funds from Ocean upon maturity and deposit them with Charter. KP seconded. All voted in favor, and Randy will make that happen.

MP presented his Director's Report. Regarding the recent incident of a vile letter sent by an individual who has been banned from the Library since last year, MP sent a copy of that letter to the Anti-Defamation League in Boston to ask their advice, and Chief Guinard suggests if interested in prosecuting, this should be pursued via the office of the Postal Inspector. The ban for this individual, who doesn't live in Peterborough although he grew up here, expires at the end of August. Our options are to let the ban lapse, extend the one-year restraint, or ban this person from the Library for life. MP thinks it might be possible the individual misconstrued the expiration date; he wasn't disruptive when he came in to the Library earlier this month, but he did follow up with the disturbing hate mail. DW asked about arranging to get him professional help, but MP says that's not an option unless he's a direct threat to someone else or himself. DS moved and all agreed that the Trustees support issuing a renewal of the one-year suspension of this man from the Library, extending the restraining order as previously written. MP will notify the Staff next week. Every Staff member knows to call 911 if this person comes in to the Library.

KP will follow up to see that the ban letter is submitted to move forward on re-issuing the no-trespass order.

MP has had problems with the Library's alarm system – when the power goes out, the fire alarms go off, and it's excruciatingly loud. Because MP no longer has a key to turn the system off, he has to wait for the Fire Department to come and turn off the alarm. He would like to get the key back from the Fire Department, and will talk to Chief Lenox at the next Departmental meeting to get that key back in the next few weeks.

DS congratulated MP on his contribution to the Ledger-Transcript's Books & Beyond column last week, recounting a discussion resulting from that piece at the most recent Rotary meeting.

West Rindge's work on the building continues. Stucco has been repaired, and work has been started on the leaking foundation. Work will be done in such a way as to minimize impact upon front lawn plantings. Work on the front steps will start soon. Re: bathroom exhaust system work, Dave Croumie is still trying to get an updated quote for that project.

MP reported he is as of last week signing off on Mike Clark's weekly task sheet, and will be meeting with Dave Croumie next week to discuss same. He says the janitorial situation is no better, nor worse, than it has been. DS and KP expressed concern, both having assumed MP had been checking off on this since last fall as agreed when we set this up. MP says no, he has only been reviewing the sheets, Dave has been signing off, but MP will be doing so going forward. DS asks for confirmation that Mike is cleaning the Library while staff is in the building. These issues of proper cleaning continue to trouble.

Regarding a recent situation in the reference room, KP passed along information to MP and Brian on possible website filters, which MP plans to discuss with Brian next week. MP, Brian and Linda are not in favor of any filters, following the ALA Bill of Rights on censorship. Most libraries in NH don't use internet filters, pursuant to the principle of providing open access to all information for all citizens, not wanting to act *in loco parentis*. MP prefers the solution of aiming to have the reference room staffed at all times and configure the room so that all computers are visible from several staffed positions. DS asked about "soft signage" to remind people they're on public computers until we have that setup. MP prefers not to do that.

DB asked about the wifi box missing from the front desk and wifi service in general. MP said there have been issues and he will follow up with Brian to see what's going on.

Other Director's items listed in MP's written report but not discussed: MP was able to negotiate a slightly more favorable contract with Ebsco, so we shall stay with them as our primary periodical provider, at least for the next year. He has had a couple of problems with non-Ebsco, individual periodical subscriptions, and is working on those. MP has sent off the Library's annual report to the Grimshaw Foundation.

Review of the Library Disaster Plan was put off until next meeting.

DB asked about how vacations are arranged and scheduled for Staff. MP feels he has things covered.

Following up on DW's information from last month, there is a pending donation intended to be put toward a new Library facility which requires a 501c3 organization to accept it. DS would like us to move forward on that, but we need clarification as to whether Trustees can serve on that funding organization's board. DW reported that he spoke with the Library Director Lou Ungarelli at West Lebanon, who has recently gone through a fundraising project. He reported they had two Trustees on the Board of their

501c3. Being a Library automatically meets 501c3 requirements, so we're set there and next need to go to Terry Knowles to move ahead on creating that 501c3. Lebanon Library was able to get approval within six months, vs. the normal time within 16-18 months. DW and DS will explore this path.

Al Johnson from the Friends of the Library sent his thanks for the quick cleaning up of the downstairs closet as requested last month.

Trustees will take up discussion of Jane LaPointe's planning review document at our next meeting. DS suggested another Saturday morning session to review and follow-up on the outstanding points.

Re: Trustees meeting with Staff to exchange ideas, we will use the Staff meeting on Tuesday, September 28<sup>th</sup> to do so. MP will propose to the Staff either 8-10 a.m. or 9-noon. We may need to close the Library that morning. MP will ask for agenda items from his team and bring them back to the Trustees.

The Trustees moved on to a discussion of the Memorandum of Understanding (MOU) with the Town, the most recent version of which was signed by previous Trustees in August of 2001. DS presented his comments and suggestions. After deliberation on several points, only one change in wording was suggested, in paragraph 160-3, item 3. We will delete "by the Library" in that paragraph in describing how invoices are paid and reimbursed. Some concerns still exist as to how to best maintain the Library building, both inside and out, but the group determined that the MOU as written provides broadly for that, rather it is a matter of following up to be sure it occurs. DS made a motion, seconded by KP and Trustees agreed that the MOU is acceptable with this wording change. KP will update and present to the Board of Selectmen for review, with appropriate approvals and signatures.

Total gifts received in memory of Robert Campbell for the McGilvray room are \$350, and thank-you letters have been sent out. Once we feel most of the money is in, MP will order materials and provide bookplates in Mr. Campbell's name, and issue a letter or press release to announce such.

Deadline for The Peterborough Press, the Town newsletter, is Wednesday, August 4<sup>th</sup> to be submitted to Heather Hoyt. MP says Lisa B won't be able to provide any pictures of Children's Summer Programs because she is going on vacation, but he will ask her again because these photos are such hits with readers and good pr for the Library. Trustees agreed to submit a piece about Technology grant purchases, and also include information on the four new monitors also donated. KP will follow up. DW reminded MP that the Smith/Morison fund is waiting for a proposal for additional funds for technology.

KP mentioned to the Trustees that she had followed up with Pam Brenner after last meeting's uncertainty about going into nonpublic session. We are allowed to do so as needed, but we must follow specific protocols, and any nonpublic session must have as its subject one of several specified topics: personnel issues, employee compensation, real estate and litigation. We can set aside the possibility at any time, at every meeting if we wish, but it must specifically be for one of these stated purposes.

Next meeting is set for Thursday, August 26 at 3:00 p.m. The meeting adjourned at 4:53 p.m.

*Trustees Meeting: Thursday, August 26 at 3:00 p.m.*

*Trustees Meeting: Thursday, September 23 at 3:00 p.m.*

*Trustees/Staff Meeting: Tuesday, September 28 at 8:00 or 9:00 a.m. tbd*