

Peterborough Town Library Trustees Meeting
Meeting Minutes – February 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), Asst Library Director Linda Kepner; Richard Simpson, Cambridge Trust

The Library Trustees meeting opened at 3:10 p.m. with a motion from RB to approve last month's minutes with the correction to the spelling of Dave Croumie's name, seconded by DW and approved by all. The Treasurer's Report was reviewed, KP moved to approve, DB seconded, with approval by all.

Trustee Checking Account:

Balance 1/21/10: \$8,966.66

Debits: 1/25/10: Diane Burnett expenses	\$ 146.22
Total Debits	\$ 146.22

Credits: 1/25/10: Town of Pboro	\$ 639.80	reimburse credit card pmt
2/25/10: Stetzer	\$ 40.00	Adopt-A-Book
Total Credits	\$ 679.80	

Balance 1/21/10: \$9,500.24

In his Director's Report, MP gave an update on the continuing problem of data loss and transmission glitches from the EOS system. We're six months into a five-year contract with them. MP has a concern this may become a public relations problem for the Library because of inaccuracy (patrons being sent renewal notices when in fact books have already been returned) and patrons having to wait in line for slow computers. Jeff MacGillivray, patron and long-time coordinator of Sunday volunteers, has expressed his concern to MP on this. Linda Kepner filled in on some details, but there is not yet concrete documentation or an anticipated solution to the problem. It's unclear whether the source of the problem is Comcast or EOS, and if either or both can fix it. MP will step things up and get in touch with someone at the executive or managerial level at EOS to try to get some movement on EOS's part in solving this problem, given we have a contract with them to provide this service. He or Linda will contact other libraries using this system to see if they are having problems. He will also try to get hard data on how often mistakes are happening, in an attempt to clarify and document the perceived "up to 25%" data loss. He will keep Trustees posted.

MP reported he has implemented the revised petty cash protocol, now counting and sealing the copier money, daily.

The Library's new people counters have arrived and been installed. Starting this week, we are getting daily counts, which MP will send to us going forward.

MP spoke of a billing issue with an oil service invoice (Eckhardt & Johnson \$1,456), pending resolution of what appears to be double billing.

MP reported the Library has received \$210 from Lake Sunapee Bank's Lincoln Pennies fundraiser. The public donated \$105 and the bank matched that amount. Thank you!

Re: Library cleaning, there is now a request form that staff members can fill out in cases where they see (or hear from a patron) something that needs Mike's attention. MP will oversee and keep track of these.

MP has sent information on Library usage costs to Nicole at the Town House, for inclusion in a brochure to be handed out at Town Meeting in May ("What does so-and-so cost the average taxpayer?"); in the case of the Library that would be what it costs to put a book on the shelf, the cost of a children's program,

and such. MP will send what he sent to the Town (and also what they've done with that info) to the Trustees so they're kept apprised of info going out publicly about the library, all on the same page.

Today's Ledger Transcript ran the first of the new Books & Beyond Library column. DS and DW are also working on a Viewpoints article about the Future of the Word, to run in early March.

DW has spoken with the Lebanon Library Director, where they have just built a new library for their West Lebanon branch. Because this is a similar-sized library and they faced many of the same issues we're facing, he would like to arrange a Trustees' visit to see the new library and talk to the Director. DB mentioned she is on vacation next week, and that would be a good time for her. DW will get back to us with dates, and left the meeting at 3:58 p.m.

Richard Simpson of Cambridge Trust Company joined the meeting at 4:00 p.m. for a presentation on managing the Library-held trust funds. The company, based in Cambridge MA, but with offices in Concord NH, manages very conservatively with a long-term outlook, and has its Cantabrigia Investments designed specifically for portfolios under \$1 million in value. A particular aspect of the Cambridge investment strategy is they don't invest in mutual funds; rather they invest in discrete stocks and fixed income securities, which affects their fees. DB left the meeting at 4:40 p.m. The Trustees thanked Rick for his thorough presentation. Rick left the meeting at 4:50 p.m.

Regarding the Town's proposed new downtown sophisticated wireless server system, MP asked if Trustees had made a decision as to whether they will be willing to contribute several thousand dollars toward this project. The Town will cover some of the ongoing maintenance fees, but there will be additional costs, not yet clear exactly what those would be. Without the full group present, this decision was tabled until next meeting. KP will resend the Single Digits proposal to the group. In the meantime, the \$82 wifi booster (on the list of technology items) seems to be a good short-term solution to MP's concerns about wifi not being available throughout the Library.

KP has tentatively arranged for Terry Knowles from the Attorney General's office to attend our April 15 meeting to answer any questions the Trustees might have about RSAs in terms of our making decisions going forward as to how we operate. RB suggested that in order to not waste her time, Trustees should review and discuss the issues we're concerned about and what questions we have. KP and RB will work on preparing for that group conversation, to be held at the next meeting if possible.

Our "planning session" is still in the works. We hope to have Jane LaPointe facilitate, as she worked with the BAG group and now the Friends. KP will send out an email to the group to find appropriate dates. DS will ask permission from Al Johnson to share with the Trustees the meeting notes from the Friends' planning session earlier this month.

In the matter of setting goals for MP, it was decided to defer that discussion until next meeting so that all Trustees are present for the closed session.

Next meeting is set for Thursday, March 18 at 3:00 p.m. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,
Karen Peterson

Area Trustees Monthly Meeting: Fri, February 19th at 3:00 p.m. at Jaffrey Library

Deadline for Trustees Written Report to Town: Mon, March 15th

Next Pboro Library Trustees meeting: Thu, March 18th at 3:00 p.m.

Annual NHLTA Conference: Mon, May 3rd in Portsmouth