

**Draft**  
**Peterborough Town Library**  
**Meeting Minutes September 22, 2016**

**Present:** Marcia Patten (Chair), Karen Struthers (Treasurer), Ron Bowman, and Jeannie West

**Others Present:** Corinne Chronopoulos (Library Director), Barbara Miller (Selectman), Tina Kriebel (1833 Society), Ron McIntire (1833 Society)

**Meeting called to order:** 1:30 pm

Meeting Minutes from August 25, 2016 and September 6, 2016 accepted. RB, JW

**August Treasurer's Report presented.** Motion to accept the August Treasurer's report by KS. RB, JW

**Highlights of the Director's Report**

- Staff reviews and job descriptions completed. Staff reorganization is complete.
- New student intern from Conval is working at library as part of the internship program. Jarek will be assisting with collection inventories accompanied by a para-professional. This is our third intern from Conval since 2014.
- Staff meetings have been redesigned with staff input. Procedures are being redefined and codified by Mary Hubbard. We are rolling out a new resource of the month initiative to build staff skills and excitement for our resources.
- We are exploring the options for shifting services so we can offer technology office hours, programs/instruction, and outreach instruction.
- The library exhibit is ready to open and has been rescheduled for October 4<sup>th</sup>. In spending a lot of time in the local history collection, I have found a clear need for an examination of the collection. What do we have, what is used, what should we keep, and how can we apply best practices to organize and make this accessible. This is a huge project and I am working with an intern to frame the project and identify a manageable timeline and budget.
- Open House events at PES and SMS attended by Lisa B. and Lisa C. They signed up new families, connected with school staff, and promoted events and services.
- Programs:
  - Eight week block of three age levels for weekly early literacy programs
  - Pizza and Pages (middle school readers group) meets monthly
  - Family Halloween Party planned for late October
  - Two book club meeting times (evening and day to accommodate all patrons). All 20 books checked out this month.
  - Cook Book Club begins in October. Over 13 people have already signed up!
  - Library Card Month celebrated. Mary has a table at the Wellness Fair on the 24<sup>th</sup> and will be promoting library resources and a new healthy living club.
  - Banned Book Week celebrated. Editorial sent to newspaper.

**Motion to accept Director's Report: JW, KS Motion Passed**

**1833 Society**

Tina Kriebel presented the report. An overview of the interview process of architects was given. Five firms were interviewed. Campaign events and education/cultivation is the main focus for the campaign until the architect process moves forward.

### **Conval Library Cards**

Corinne briefed the board on launch of the Conval Library Card program. Staff will attend a school lunch at Conval in October in order to encourage sign-ups. Brian Pickering, Conval Principal, sent thank you letter to the library board and has let all Conval faculty know about the new policy.

### **Pedestrian Bridge**

Ron Bowman spoke about the positive aspects of the pedestrian bridge and encouraged all to keep a positive approach towards the project. He pointed out the opportunities for educational plaques and story-walk type displays to celebrate the bridge history.

### **Page Wages**

Further clarification was needed for the library pages. The page program is to benefit students and the library director may assign appropriate wages within the budget. **Motion:** Library pages will be classified as student workers. **RB, KS, motion passed.**

### **MOTION TO ENTER NONPUBLIC SESSION under RSA 91-A:3 II(a) – personnel**

**MADE BY: KS    SECONDED BY: JW**

ROLL CALL VOTE TO ENTER NONPUBLIC SESSION:

Ron Bowman	Y
Karen Struthers	Y
Jeanie West	Y
Marcia Patten	Y

THE BOARD ENTERED INTO NONPUBLIC SESSION AT: 2:25pm

**MADE BY: RB    SECONDED BY: JW**

Motion to seal the minutes in accordance with **RSA 91-A:3 II(a) – personnel**

**MADE BY: KS    SECONDED BY: JW**

Ron Bowman	Y
Karen Struthers	Y
Jeanie West	Y
Marcia Patten	Y

THE BOARD REENTERED PUBLIC SESSION AT 3:02 PM

**MOTION TO ADJOURN FROM PUBLIC SESSION at 3:05pm, RB, JW MOTION PASSED**

Respectfully submitted, Corinne Chronopoulos, Library Director

**BOARD OF TRUSTEES  
PETERBOROUGH TOWN LIBRARY  
August 31, 2016-- TREASURER'S REPORT**

**UNBUDGETED FUNDS ACCOUNT**

<b>Beginning Checkbook Balance –7/31/2016</b>		<b>\$ 6,916.85</b>
RECEIPTS: \$	-	
DISBURSEMENTS: \$	-	

**Note:**

Gift dedicated to development costs	\$ 50,000.00
Expended to date	\$ (48,649.26)
Remainder	\$ 1,350.74

**Ending Checkbook Balance –8/31/2016** **\$ 6,916.85**

**BUDGETED FUNDS ACCOUNT**

<b>Beginning Balance –7/31/2016</b>		<b>\$ 62,883.71</b>
RECEIPTS: \$	1,353.05	
DISBURSEMENTS: \$	-	

**Ending Balance –8/31/2016** **\$ 64,236.76**

**Note:** Details are in the report: "Peterborough Town Library – Trustee Revenue Account", from the

**CHARTER TRUST ACCOUNT**

Date	Value	Notes
4/30/2015	\$ 985,183.29	
5/31/2015	\$ 993,560.14	
6/30/2015	\$ 979,079.89	
7/31/2015	\$ 982,069.45	
8/31/2015	\$ 937,134.19	
9/30/2015	\$ 925,826.21	
10/31/2015	\$ 969,130.18	
11/30/2015	\$ 973,520.39	
12/31/2015	\$ 954,355.01	Actual cash value after liquidation
1/31/2016	\$ 957,304.21	
2/29/2016	\$ 958,970.00	
3/31/2016	\$ 959,143.45	
4/30/2016	\$ 959,189.07	After actual interest earned
5/31/2016	\$ 959,811.84	
6/30/2016	\$ 961,941.17	
7/31/2016	\$ 964,100.40	
8/31/2016	\$ 962,927.10	

Estimated Annual Income: \$ 5,162.11 (@ 04/30/2016)

9/22/2016 - Karen Struthers, Treasurer