

Approved June 25, 2015

**Peterborough Town Library Board of Trustees
Meeting Minutes May 28, 2015**

Present: M. Patten (Chair), F. Karlicek (Treasurer) & L. Hanson (Secretary), R. Bowman & D. Weir

Others present: C. Chronopoulos (Library Director), T. Kriebel (1833 Society) & R. Brown

Meeting called to order: 1:30 pm

Minutes from April 23, 2015 accepted DW/RB

Minutes from May 14, 2015 accepted DW/RB

Randy Brown (former Board Treasurer) handed over the library trustee's checkbook to Frank Karlicek (current Board Treasurer). There was a lengthy discussion about the financial information pertaining to the library in the town's annual report and whether it was from fiscal year 2013 or 2014. FK will speak with Nancy Vaihinger, the town's finance director, to determine the correct fiscal year.

Moved: To amend the list of authorized signatures on the following accounts with People's United Bank: Acct #0143040494 & Acct #0143084450. Remove: David Simpson & Randy Brown. Add: Frank G. Karlicek & Laura Hanson. The resulting list of authorized signatures shall be: Marcia Patten, Ronald Bowman, David Weir, Frank G. Karlicek, & Laura Hanson. Authorized signers must go to People's United Bank to sign authorization card. These changes are to be effective as of May 28, 2015. FK/RB Motion passed.

R. Brown agreed to email check register from 7/1/13 to 6/30/14 to Frank.

Corrine reviewed Director's Report and handed-out a sheet with current library statistics. She also reviewed the year-end budget figures and the library is "on track" ending this fiscal year 6/30/15.

Director's Report Accepted FK/RB

1833 Update: Tina Kriebel offered to answer any questions pertaining to the 1833 Society's monthly update. She told the Board that members from the 1833 Society and Corrine will be meeting with Porter Caesar, the Society's fundraiser, the week of 6/1/15. She also announced the Society's annual meeting will be held on June 10th at 4:30 p.m. New Board members and incorporators will be announced at the meeting.

Building Committee Updates: Corrine and Tina presented to the Board a review of stakeholder's feedback as far as the major improvements the community would like to see in a new library. They shared the first round of interior architectural drawings, along with two exterior designs. Corrine pointed out that the list of improvements requested by the community were incorporated in the interior design. Frank asked about the cost which is \$191 per square foot and there are roughly 19,000 square feet. The building is designed to be energy efficient and they may use a pellet system. There was some

discussion about the pros and cons of the two exterior designs, but, overall, the feedback from the Board was positive. Tina emphasized that the drawings are a work-in-progress and the design is meant to be flexible to meet the needs of the community both today and in the future. There was a discussion about the mission of today's library functioning as a community/knowledge center. Tina said the architects will be issuing a final report shortly and all of the documents will be available. There was a discussion about fundraising and how much money needs to be raised before the library can go forward with the project. Tina estimated about one-half of the final financial goal.

MOVED: To approve the revised policy for library card issue. FK/RB Motion passed

MOVED: To approve the new circulation policy. FK/RB Motion passed

New Business:

Corrine told the Board that the town is providing her with an iPhone which all department heads have. She also presented to the Board that she would like to see the library do more traditional marketing and shared some ideas for a monthly print ad campaign in the Ledger which would involve partnering with a local business in each of the ads. She would also like to create other marketing pieces such as posters and bookmarks. The Board was enthusiastic about this campaign to build more awareness about the many services the library offers the community. She will continue working on a marketing plan and will keep the Board informed.

There was a lengthy discussion about how to record capital expenses for the new library.

Meeting adjourned at 4:05 pm

Respectfully submitted,

Laura Hanson