

Draft
Peterborough Town Library Board of Trustees
Meeting Minutes August 31, 2017

Present: Marcia Patten (Chair), Karen Struthers (Treasurer), Laura Hanson (Secretary), Ron Bowman, & Debra Caplan

Others present: Corinne Chronopoulos (Library Director), Tina Kriebel (1833 Society), Ron McIntire (1833 Society), Barbara Miller (Select Board member)

Meeting called to order: 1:30 pm

Minutes from July 27, 2017 meeting accepted with corrections: RB, KS

July Treasurer's Report was distributed. Karen will send an updated report once the books are returned from the auditors. Will shortly receive another \$150,000 disbursement from Charter Trust: Treasurer's Report accepted. RB, KS

Director's Report

- Lisa Cutter has given her notice to take a full-time job at the Amherst Public Library. An exit interview has been done. Corinne said they are very sad to lose her after 17 years, but are proud of her accomplishments and her new promotion. There will be a posting for the job. The Trustees expressed that they would like to be involved in any planned going away event.
- Mary has done a great job while Corinne was away on vacation in interviewing five candidates for the patron services assistant opening. They hope to hire someone in the next couple of weeks.
- Mary and Corinne are working with Tim from the town's IT Department to begin a technology upgrade. They have purchased three new PC machines and four laptops.
- Corinne addressed the EDA earlier this week about the new library project which went well.
- The summer reading program had strong participation with 822 people attending the youth programs and 180 registered for the reading component.
- Lisa Bearce did a great job engaging with local business for prizes for children. In addition to book coupons from the Toadstool Bookshop, Escape Hatch Books and the Kyes-Sage Bookshop, the library had prizes from the Pizza Barn, Steele's, Ava Marie's, Grappelli's, L&M Crafts, Joseph's Coat and Nest.
- Corinne will be updating nine employee job descriptions in anticipation of annual reviews.

1833 Society Update

- A workshop was held with the building committee and ABA on July 28th at the library to discuss the children's area and lighting. There was a morning session with Mark Froling discussing the biomass solution and its location.
- Five firms responded to the RFQ for a construction management company. After committee review, it was narrowed down to three firms that will be interviewed.
- Next design workshop will be on September 1st in ABA's offices in Boston. Landscaping will be discussed.
- Awareness event held on July 28th at Brad & Sharon Malt's home. The architects attended and presented. Good discussion and questions from approximately two dozen attendees, of which more than half were prospective donors.
- Additional events are being planned for September and October, including an event at the Nubanusit Village and RiverMead.
- Three foundation proposals submitted since July 1st, with an additional proposal on track to be submitted in September.
- Cultivation of major prospects continues
- The Town Administrator presentation to Budget Committee included the library project and possible funding options.
- Corinne reported that the marketing committee continues to actively meet and is working on elements of the long-term communications plan for the library project, including outreach events, monthly newsletter, website, public relations, social media, and collateral materials.

Next Meeting: September 28, 2017

MOTION TO ADJOURN MADE AT 2:05 pm RB, KS

Respectfully submitted, Laura Hanson