

Draft
Peterborough Town Library Board of Trustees
Meeting Minutes November 30, 2017

Present: Marcia Patten (Chair), Laura Hanson (Secretary), & Ron Bowman

Excused: Jeanie West & Karen Struthers

Others present: Corinne Chronopoulos (Library Director), Ron McIntire (1833 Society), & Sue Martin (1833 Society)

Meeting called to order: 1:30 pm

Minutes from October 26, 2017 meeting accepted with correction RB, MP

Treasurer's report for October accepted DC, RB

Director's Report Highlights

- Budget committee review is on February 6, 2018. A preliminary review has been completed with the town administrator. Corinne needs to prepare a brief on how the temporary space will be managed and necessary staffing levels.
- Cy Gregg informed Corinne that he has a potential renter for the space at 45 Main Street, so she will start researching other potential space in Peterborough. Discussion about other rental spaces in town.
- Corinne has drafted a job description for the part-time IT position being budgeted by the library, finance and IT departments. The job description has been sent to the town administration and department heads. The library will be allocated 10 hours.
- Corinne has learned that the capital campaign can use one-half of the funds in the Eben Jones fund to apply to the capital campaign.
- A new newsletter has been sent announcing YA services.

Motion to accept the Director's Report RB, DC, Motion Passed

1833 Society Report

The building committee is in the value engineering process after finishing design development. They are currently reviewing items that can be cut to keep within the \$8.5 million budget.

The committee has met with Dan Weeks of Revision Energy and has a proposal to place solar panels on the building that would cover the entire electric load. There is no charge for the panels, but the library would pay the company for the energy for a seven-year period. At the end of the seven years, the town would have the option of buying the panels. Discussion about the logistics of a contract and would it be with the town or the library trustees. Sue will send more information to the trustees and will eventually set-up a meeting with Dan Weeks, the town administrator and the trustees.

Discussion about giving large donors who don't live in Peterborough a library card for a five year period. Deb agreed to meet with Corinne and Marcia to set-up some guidelines.

Motion: Trustees authorize a committee to develop guidelines regarding library membership for non-resident donors to the PTL capital campaign. RB, DC **Motion passed.**

Audrey distributed an updated capital campaign financial report. She has been working closely with Dorothy Peterson to distribute information packages to interested RiverMead residents.

The Nubanusit Village event was very successful and the committee is following-up with attendees. Audrey reported that the house party at Karen Peterson's was also very positive and the people attending had some excellent questions, but, overall, were enthusiastic about the project.

Old Business

Corinne reported that the FY19 budget will be finalized in January 2018.

Motion to approve the Safe Child Policy DC, RB, Motion passed.

New Business

Motion to approve the Materials Selection and Collection Development Policy DC, RB, Motion passed.

Corinne reviewed next year's holiday closing schedule. This year the library will be closed on Christmas day and on 1/1/2018 for New Years.

Next meeting: December 28, 2017

Motion to adjourn made at 3:35 pm DC, RB

Respectfully submitted, Laura Hanson