

**Approved at the October 26, 2017 meeting
Peterborough Town Library Board of Trustees
Meeting Minutes September 28, 2017**

Present: Marcia Patten (Chair), Karen Struthers (Treasurer), Ron Bowman, Jeanie West, and Debra Caplan

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

Meeting called to order: 1:30 pm

Minutes from July 27 and August 31, 2017 meeting accepted with corrections: RB, KS

Motion for Deb Caplan to vote in place of Laura Hanson, accepted. **MP, RB**
Treasurer's report for July and August accepted. **RB, DC**

Director's Report

- A preliminary meeting will be held on October 9th, at 7:00PM with the planning board at the town house. ABA, Landscape engineer will be there as well to review details of sites.
- They will be presenting many details including materials being used for landscaping.
- December 11th will be the official meeting with the planning board.
- Two new faces upstairs are Mindy Pobst and Laurie Elson. Both have their masters in library science.
- One more position to be filled and will be advertised.
- Corinne is paying close attention to the building.
- All staff has been given their reviews and their increases will be starting October 1st.
- Mary has done an amazing job with all of the staff. Corinne mentioned the need she also stay in close touch with all of the employees.
- Lots of outreach about the library project has been done and is being done. Corinne had an informative session with the Lions Club.
- Great events are regularly scheduled such as the banned books presentation tonight.
- PTL assisted with the application for the CLiF grant that PES was awarded. PTL received a thousand dollars' worth of books.

Check out the website to see all of the October events.

1833 Society Update

- Tina reports out on the memo that she sent yesterday.

- Design development phase will be finished in mid-October with pricing update in mid-November.
- Tina and Corinne met with Rodney and folks from public works. Preliminary meeting will be October 9th, formal planning board meeting will follow?
- Capital Campaign Committee has two events planned for October and November.
- Tina had meetings with the incorporators yesterday to find out what they are hearing.

Budget:

Corinne is waiting for town budget worksheets to arrive from town.

Corinne is writing a job description for a library IT person to include not only upkeeping current technology, maintaining the technology plan, but also being innovative and implementing new tech at the library. Town IT has proposed that the library budget be leveraged to help to bring on a full-time IT person and fund it through multiple departments.

Volunteer Policy:

The intention is not to approve the volunteer policy but just to give us a chance to read it and give feedback. The board discussed the implications of the minimum age for volunteering. South Meadow School has a Community Service program.

Department of Labor statute says children must be either 12 or 14 to work—but does that include “volunteer”? Student volunteers do not need to be considered “employees”. NHLA library association best practices states they should be considered employees.

Students must be 14 to work as a page with Lisa.

It was decided the best policy for our library is to accommodate the SMS community service program and allow volunteers ages 10 to 17. They would work directly with head of youth service and a Proof of age, volunteer agreement, and student volunteer form would be on file.

All volunteers 18 and up must have a criminal background check. Corinne will make changes and submit for approval at next meeting.

Young Adult Area Policy Review:

A young adult area policy was reviewed. The expectations are that young adults listen to staff, do not sleep, and generally follow instructions from staff, etc. Use of the YA area is reserved for young adults, parents accompanying young adults, and those interested in the YA collection. Adults cannot “hang out” or work in the YA area.

The policy instills more confidence as a staff member when one has to ask an adult to move to another area rather than sitting in the young adult section.

Corinne will bring back revised policies for approval at next meeting

Other Business:

Ron had a conversation with a local floral arrangement person who would like to bring a fresh arrangement each week. The person would have an advertisement on the tag.

The garden club does that on a weekly basis during the winter. Ron will give Corinne the number to call this person.

Next Meeting: October 26, 2017

MOTION TO ADJOURN MADE AT 3:05 pm RB, KS

Respectfully submitted, Jeanie West