

Approved January 25, 2018
Peterborough Town Library Board of Trustees
Meeting Minutes December 28, 2018

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

Excused: Jeanie West

Others present: Corinne Chronopoulos (Library Director), Audrey White (1833 Society)

Meeting called to order: 1:40 pm

Deb Caplan, as an alternate, was appointed to vote for Jeanie West who was absent from the meeting.

Minutes from November 30, 2017 meeting accepted with the addition of Deb Caplan being added to those present at meeting. KS, RB

Treasurer's report for November accepted. RB, DC

Director's Report Highlights

- February 6th is the town budget review date and CC encouraged all Trustees to attend.
- Reviewed snow closing policy.
- Corrine has reviewed the job description for the IT position with the Director of IT and both agree on the scope and expectations. The library description will be added to the IT department job description and a copy will be kept on file for the library records.
- Staff hosted a focus group for teens on December 14th to get feedback on teen preferences for technology, furniture, spaces, programs, and collections in the new library. Corinne felt this focus group also ramped-up interest in the teen advisory group working with Aimee.
- Corinne is planning to attend the Public Library Association conference from March 20 to 24 in Philadelphia. The conference takes place every two years and is the most popular public librarian conference in the country. **The March Trustee meeting will be moved to March 29th.**
- Marcia, Deb and Corinne met to review the campaign request for a donor appreciation card. They agreed on the following terms: for donors of \$10,000 or more up to two non-resident cards will be issued for a 5-year term. The cards will be issued directly by the library director and a special sticker will be created to indicate the donor card for staff.

Motion to establish a program to recognize non-resident donors who participate in the PTL campaign at a level of \$10,000 or more. The recognition is in the form of a donor appreciation card that expires in 5 years of date of issue. Donor appreciation cards must be requested in writing by the PTL campaign to the Library Director. MP, RB Motion passed.

- Discussion about the Library being used more for supervised child visits since the ARC program has shut down. Corinne is going to talk with other libraries in the area to see if they are experiencing the same increase.

Motion to accept the Director's Report. RB, LH Motion passed

1833 Update

Audrey updated the Trustees about the recorded pledges/gifts that have been received to date and reported on verbal pledges and unrecorded gifts that are expected.

Corinne plans to talk with the Town Administrator about preparations for the upcoming bond.

In December a major focus was on the Value Engineering process and aligning requirements, particularly in the mechanical system. The building committee is continuing to work on energy, including envelope, biomass and solar. The solar contract is being reviewed by the town contact for energy negotiations on suggestion of Town Administrator. The construction documents phase is kicking off to have a partial set completed for Gross Maximum Price bid for Town Meeting in May. The library has received a variance on parking lot setback with the church.

Old Business

FY19 Budget

Corinne reviewed the 2019 budget with the Trustees and she also reviewed the trust funds managed by the PTL trustees. There was a discussion about moving funds from the unrestricted trust funds to the capital campaign for use only on building improvements.

Motion: The trustees authorize Charter Bank to move \$200,000 from the unrestricted trust funds to the fiscal year 2019 operations budget for construction costs. RB, DC Motion passed

Library temporary location update

Corinne gave the Trustees an update on temporary library location options. She and Mary have visited EMS twice and feel the space (8,100 square feet), parking and location would work for a temporary library. Will talk with Town Administrator about the cost. She's also looking at the Guernsey Building and SDE.

Other Business

Deb Caplan showed the Trustees an illustration that she created with the three phases of the library (original historic building, today's library and the future library) which she proposed as a fundraiser for the community phase of the capital campaign. She would donate 50% of proceeds to the campaign. This could be part of the overall marketing/fundraising strategy as the campaign gets closer to the community phase,

Next meeting: January 25, 2018

Motion to adjourn made at 4:10 pm RB, LH

Respectfully submitted,