



## Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ [PeterboroughTownLibrary.org](http://PeterboroughTownLibrary.org)

### Draft

### Peterborough Town Library Board of Trustees Meeting Minutes November 17, 2016

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

**Others present:** Corinne Chronopoulos (Library Director), Ron McIntire (1833 Society), Tina Kriebel (1833 Society)

Meeting called to order: 3:01 pm

**Minutes from October 20, 2016 meeting were accepted: RB, JW**

**October 2016 Treasurer's Report approved: JW, RB**

There was a financial discussion about the status of the library's trust funds and how to proceed as far as identifying financial institutions and banks who would be candidates to manage the trust funds. Marcia and Jeanie have created ten questions for potential financial partners which Jeanie will send to all Board members. It was agreed to distribute the questions to identified financial institutions and invite them to give a short presentation to the board.

There was further discussion about learning more about the library Trusts that are currently managed by the Town of Peterborough's Trustees of the Trust Funds.

**Motion:** To form a two-member subcommittee (Jeanie West and Karen Struthers) to look into the future status of the trust funds managed by the Trustees. The subcommittee will choose a member of the community with financial expertise to advise them. **RB, KS Motion passed**

#### Highlights from Director's Report:

- Budget preparation and review is complete. The replacement of the roof on the Keyes-Sage building was added to the library budget.
- Director assisted the Campaign with ongoing weekly meetings of campaign board and building committee. This continues to be between 40-50% of my time.
- The strategic plan process is underway with the following schedule:
  - Meeting One: Orientation and SOAR exercise with Library Trustees and Staff. I will review the current state of our services and community. **Tentative Date: January 3<sup>rd</sup> 1-3pm**
  - Meeting Two: Visioning and Draft Goals. Mary and I will lead community vision statement exercise. We will draft goal statements. **Tentative Date: January 31<sup>st</sup> 1-3pm**



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Community Survey: Posted February 1<sup>st</sup>-20<sup>th</sup>. Goals further defined based on community feedback.

- Meeting Three: Survey Results and Wrap-Up. **Tentative Date: February 23<sup>rd</sup> combined with Trustee Meeting**
  - Final plan approved by Board at March meeting.
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- Director staffed the library table and kid's activity table at the Welcome Team's highly successful event for new residents. The library assists by attending meetings, providing storage for all Welcome Team supplies, and providing meeting space.
  - Director and Assistant Director staffed a library table at the Polls. Signed up 4 folks for cards. Most importantly, people were very glad to see library there and we had great conversations with library supporters and residents.
  - Our intern, Marika Labash, has come on board as a contractor to inventory the historical collection, create and house a library history collection, and assist with creating a "lean" historical focus to our collection.
  - Director reported a shift in the approach to adult programming. Our core programming has been defined as our book group, cookbook group, remote worker's group, Monadnock Story Circle and Spanish club. Any additional programming will be a thoughtful partnership. This allows us to conserve staff time, and amplify our reach as a key partner in the community.
  - Board had discussion about reaching more people and educating town on what the library does. Strategic plan will help evaluate what we do and direct resources and staff towards the right things.

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

### **1833 Update:**

Tina Kriebel gave a report on the various committee activities for 1833. The building committee submitted a memo from Ann Beha Architects for the board's review. ABA met with Hoyle Tanner, the engineers in charge of the Main Street Bridge project, and discussed how the bridge and proposed pedestrian bridge will affect the library site. ABA suggests asking additional questions as outlined in the memo to the Library Board. After some discussion, the Board asked the Director to set up a meeting with the Town Administrator and the Board to discuss these questions further.

### **Holiday Schedule:**

The Board authorized the library to close early at 12pm on Christmas Eve and on New Year's Eve. The Board also authorized the Director to allow staff to choose not to work on Christmas Eve. No staff will be paid for these closures, as the holiday falls on the following Monday.

**Motion to Adjourn at 4:37pm, KS, JW motion passed.**