

Draft
Peterborough Town Library
Meeting Minutes October 20, 2016

Present: Marcia Patten (Chair), Karen Struthers (Treasurer), Ron Bowman, and Jeannie West

Others Present: Corinne Chronopoulos (Library Director), Barbara Miller (Selectman), Ron McIntire (1833 Society)

Meeting called to order: 1:35 pm

Meeting Minutes from September 22. Motion to accept the meeting minutes by RB, seconded by JW, motion passed. Motion to approve nonpublic minutes from September 22 by RB, seconded by JW, motion passed.

September Treasurer's Report presented. Motion to accept the September Treasurer's report by RB, seconded by JW. Motion passes.

A discussion was held about the management of the Library Trust funds and different investment strategies.

Highlights of the Director's Report

- Completed draft budget and presented to CIP committee
- Attended Friends meeting and spoke at Annual meeting
- Began drafting framework for strategic plan process and expect to have first session in November.
- Library will participate as a concert venue in the 10th annual Thing in the Spring
- Four staff members attended CPR certification course
- In addition to attended the PES and SMS open houses this year, Lisa B. has had a visit from the Kindergarten class at PES, and supports the 3rd and 4th grade of the Well School in their weekly visits.
- Hosted a fabulous Halloween Party with over 50 parents/kids. It has officially become a tradition and people really look forward to this event. As always, we end with a scary story in the local history room.

Motion to accept Director's Report: RB, KS Motion Passed

1833 Society

Tina Kriebel presented the report. Ann Beha Architects have been selected for the project. First working session will be in October. Marketing group has created a snappy template for quarterly updates to the corporators, town officials, and trustees.

1833 is rehiring a campaign office manager after the current employee is relocating.

Director Vacation

Motion: The Board confirms Corinne Chronopoulos' s offer letter dated March 12, 2014, as on file with the Town Human Resources Department, which states, "Vacation will be three weeks, with an additional

week added at the end of your probation.” To clarify, the employee should also receive four weeks annual vacation beginning on her anniversary date going forward.”

MOTION MADE BY: JW SECONDED BY: RB MOTION PASSED

Budget Discussion:

The FY 2018 budget was reviewed. The board discussed the library project funding needs and the stewardship of the library trust funds. Board budgeted \$200,000 from the Magaw fund to be used towards the library project. In FY 2017, the Board budgeted \$300,000 towards the project.

Total Trustees and Library Director will present the library budget to the Town Administrator on October 26th at 11:00am.

Board discussed information from Hoyle and Tanner regarding the library site as staging for the main street bridge project. Hoyle and Tanner reported that contractors would pay anywhere from 0-\$500 per month to use the land.

MOTION TO ADJOURN FROM PUBLIC SESSION at 3:45pm, RB, JW MOTION PASSED

Respectfully submitted, Corinne Chronopoulos, Library Director

**BOARD OF TRUSTEES
PETERBOROUGH TOWN LIBRARY
September 30, 2016-- TREASURER'S REPORT**

UNBUDGETED FUNDS ACCOUNT

Beginning Checkbook Balance –8/31/2016 **\$ 6,916.85**

RECEIPTS: \$ -
DISBURSEMENTS: \$ -

Note:

Gift dedicated to development costs	\$	50,000.00	
Expended to date	\$	(48,649.26)	
Remainder	\$	1,350.74	

Ending Checkbook Balance –9/30/2016 **\$ 6,916.85**

BUDGETED FUNDS ACCOUNT

Beginning Balance – 8/31/2016 **\$ 64,236.76**

RECEIPTS: \$ 1,947.82
DISBURSEMENTS: \$ -

Ending Balance –9/30/2016 **\$ 66,184.58**

Note: Details are in the report: "Peterborough Town Library – Trustee Revenue Account", from the

CHARTER TRUST ACCOUNT

Date	Value	Notes
9/30/2015	\$ 925,826.21	
10/31/2015	\$ 969,130.18	
11/30/2015	\$ 973,520.39	
12/31/2015	\$ 954,355.01	Actual cash value after liquidation
1/31/2016	\$ 957,304.21	
2/29/2016	\$ 958,970.00	
3/31/2016	\$ 959,143.45	
4/30/2016	\$ 959,189.07	After actual interest earned
5/31/2016	\$ 959,811.84	
6/30/2016	\$ 961,941.17	
7/31/2016	\$ 964,100.40	
8/31/2016	\$ 962,927.10	
9/30/2016	\$ 961,456.85	

Estimated Annual Income: \$ 5,162.11 (@ 04/30/2016)

10/20/2016 - Karen Struthers, Treasurer