

Members Present: Terri Jillson White, Tracy Nangeroni, Peter Urbach, John Wilson, Barbara Chalmers. Alternates: Mary Epreman, Anne Nilsen, Jean Malloy
Members Excused: Faith Reney
Attendees: Dick Katz, Katie Richardson, Xan Gallup, Lois Gallup, John Mapley, Shaun Carroll, Brendan Minnihan
From: Barbara Chalmers

On the above date, those noted above met at Town Hall; the following was discussed:

- 1.0 Chair Opening Remarks: Terri noted that Mary will sit in for Faith and reported that Rhonda submitted her resignation last week citing increasing family commitments. An alternate cannot sit for a board resignation, only for a board absence per NH law. Further discussion later in meeting.
- 2.0 Friends: Dick Katz reported that the Friends are assembling a "Taste of Sunapee" recipe book as a fund raiser and that Trustees will be asked in the next month or so to contribute a recipe.
- 3.0 Director's Report (see Director's Report)
 - a. John checked with Town Office personnel and reported that adding budget category sub-headings for electronic media and equipment is not a problem so he will begin separately tracking them and will likely separate fees for patron-use websites as well.
 - b. John demonstrated the new custom and standardized electronic newsletters about library acquisitions that are now available for patron sign up. Some topics: mysteries, DVDs, non-fiction and book letters; some are monthly, some bi-monthly. He hopes this will help spotlight new items and increase circulation. It should also provide feedback on patron interests. The Friends paid for set up costs and 1 year's operation. If successful, the annual \$500 cost would be added to the operating budget.
 - c. John Wilson congratulated John and the staff for 2010 year increased use statistics across the board.
 - d. John had noted in his written report about possibly adding a diaper changing unit in the restroom. Barbara alerted him to the need for substantial support blocking to meet the safety load rating, which may require opening up the wall. John may reconsider this.
- 4.0 Terri reported that the school board had requested time at our meeting to inform the Library Board about the proposed school budget and warrant items, so in the spirit of cooperation, time has been made available to them. Chairman Shaun Carroll and Superintendent Minnihan provided an overview and took questions.
- 5.0 Secretary's Report:

16 November 2010 minutes: Terri asked the Board to remove Rhonda's written statement from the record that was attached to the November minutes during the December meeting because it includes items that she did not speak directly of during the November board meeting. Barbara pointed out that the Director's reports, for example, contain items that do not get directly discussed at a Board meeting.

Peter said he feels item 7 does not reflect what happened at the referenced November Selectmen's meeting and wants his written remarks from that meeting entered into our record. Terri noted that our November minutes as written, accurately reflect what Selectman Roach said so should stand. Barbara noted that Peter's comments about this at our December meeting are part of the December minutes. Terri said that Peter's remarks from the November Selectmen's meeting could be part of our January meeting record, following Peter's reading of them. (See attached).

Motion by Terri to strike Rhonda's written statement from the record and reapprove the November minutes so modified. 2nd by Mary. Vote: all yes, except Barbara who voted no.

21 December 2010 minutes: Motion to accept by Peter, 2nd by Mary, vote unanimous.

6.0 Treasurer's Report: (see December Account Summaries and Treasurer's Report)

- a. Capital Campaign funds: No activity this past month.
- b. Reports: Tracy noted year-end figures are not final yet. Library was under budget for 2010 by about \$1,300.
- c. Donor's fund report: John Mapley provided a brief history of fund-raising and presented a summary spread sheet that shows receipts and expenses that balance. There remains about a \$18,000 discrepancy with this accounting and the records entered into the 2008 acquired campaign software (Lifeline) which is likely due to a number of data entry errors. John noted that \$212,000 has been spent related to both failed building efforts. In 2007, about 82% of donor donations were returned and about \$274,000 in donations are still held, some due to lack of any response from some donors. The board must take care on how these funds are expended. About \$83,000 of funds currently held (amount determined by Peter Urbach in 2007 when donors were being contacted) are from donors who never responded to being contacted. Trustees should determine the legality of the use of these funds for any new project. John Mapley made several recommendations to the Trustees: 1) reconcile fund-raising income and expenses monthly. 2) audit the software program Lifeline against bank statements to find the discrepancy or make a noted entry to bring it into balance with the balanced spreadsheet. Peter and Terri don't think reconciling the Lifeline balance is feasible and recommended adding the balancing entry. Tracy wants to talk with the software creator about how this might be done.

Motion by Peter for Tracy to learn how to adjust the Lifeline account so that it balance with John Mapley's accounting and to monitor the balance on a monthly basis. 2nd by Mary. Vote unanimous.

Terri thanked John Mapley for his efforts.

7.0 Chair's Report: (see Chair's report)

- a. Letter to AG on Campaign Funds: Terri reviewed a draft letter to Terry Knowles at the State Attorney General's office regarding whether Trustees can use the funds held from non-responsive donors for the new building effort. In response to Mary's question, Peter noted that no effort was made to follow up with non-responsive donors following the original letter in 2007 asking if donation is to be returned or kept for future efforts. The AG's recommendation may be that we have to try to contact them again, which will be a substantial effort. John Wilson offered to help with this. Barbara noted that in 2008, the Board sent an informational letter to all known donors for which addresses were available in the files. A substantial number of these letters were returned undeliverable. John Wilson made a motion to send the letter as written, 2nd by, vote unanimous.
- b. Resignation: Terri reported that since Rhonda's resignation occurred during the filing period, her seat cannot be put on this year's ballot. Therefore, the process is for the Library Board to recommend to the Selectmen a person to fill the remaining term to March 2012, then the Selectmen vote on who to appoint. Terri contacted our 3 trustee alternates and Mary and Anne declined, but Jean agreed. Terri distributed Jean's volunteer form to the Board.

Terri moved that the Board recommend to the Selectmen appointment of Jean Malloy to the seat vacated by Rhonda. 2nd by Tracy, vote unanimous.

Terri will take this to the Selectmen with a copy of the minutes. She thanked Jean.

Action by Terri

- c. Draft Procedure Manual Review: (Review of Terri and John Walden's December draft and Barbara's November draft)

Item Work Schedule: Peter asked why no less than 2 employees are to be on duty at all times. This doesn't always happen now. Barbara noted that this language comes from the 1998 policy. The words "if possible" will be added before "Staff scheduling".

Item Introduction: Barbara noted this exclusively regards the library and makes clear to employees who their employer is. In addition the 2nd paragraph, which is standard language in many employee manuals, addresses the uniform application of requirements to pre-existing and new employees alike. Terri and John Walden agreed this paragraph could remain.

Item Sexual and Other Unlawful Harassment: Barbara noted that although this is addressed in the Town's Employee Handbook, this paragraph is intended to make clear who complaints are to be reported to at the library. Terri and John Walden agreed this paragraph could remain.

Item Library Volunteers: Barbara noted that this is better located in the Volunteer Policy and that when the Volunteer Confidentiality Agreement was accepted by the Trustees last summer, we did not at that time modify the policy to indicate it was required of volunteers. Barbara will provide a draft revised Volunteer Policy to address this at next month's meeting.

Action by Barbara

Item Probationary Period: This is the 1998 Library personnel policy requiring a 3 month, then at 6 month initial review of new hires. Town policy is one initial review at 6 months. All thought the town policy is fine, so this is not needed.

Item Crime Victim Leave: Barbara noted that this is NH law and should be addressed so that employees are aware of it. Terri said she would rather have this covered by the Town's Employee Handbook and will talk with Donna about it.

Item Educational Assistance: Barbara noted that while this is generally covered in the Town Employee Manual, this paragraph covers library specific implementation. Terri and John Walden agreed this paragraph could remain.

Item Smoking: Barbara noted that the Town Employee Manual allows smoking on premises in designated areas. This makes clear there will be no smoking in the library or on library property. Terri and John Walden agreed this paragraph could remain.

Item Immigration Law Compliance: Barbara noted this is Federal law and employees should be aware of the requirement to fill out a Form I-9. Terri said she would rather have this covered by the Town's Employee Handbook and will talk with Donna about it.

Item Electronic Communications: Barbara noted the issues covered here are of high importance to protect the library's interests against misuse of the library's electronic systems. The Town Manager has been aware of the need for the Town Employee Manual to address these issues for some time. Terri said she would rather have this covered by the Town's Employee Handbook and will talk with Donna about it.

Item Recruitment and Hiring: The sentence about preference to local residents where appropriate comes from the 1998 library policy. Terri noted this probably isn't legal any more and is why it is not proposed to remain in this paragraph. The end of last sentence will be modified to read: "...conducted by the Library Director and a recommendation shall be made by the Director to the Library Trustees for approval or rejection."

Terri would like to move on this amended Procedure Manual that has been in the works for so long, excluding the 3 items that she will follow up on with the Town Manager. Motion by Peter to accept the Procedure Manual, as amended, 2nd by John Wilson, vote unanimous.

The Procedure Manual officially replaces the 1998 Library Personnel Policy.

Terri to discuss NH Crime Victim Leave, Immigration Law Compliance and Electronic Communications items with the Town Manager.

Action by Terri

Barbara to issue approved Procedure Manual.

Action by Barbara

- d. Peter read a statement regarding November minutes item 6b, where Rhonda reported she thought Peter's emailed memo to the Board violated the Right to Know law. He views this as an effort to bring more discord to the Board. (see attached).

Terri noted we must all put the past in the past to move forward positively for the library.

Barbara noted that since reading the Right to Know law, she realizes now that she should have given her memo regarding Board agenda items to Terri for distribution to the Board at September meeting, rather than emailing it to the Board.

8.0 Circulation Policy/ Children's Access to R Rated Movies:

Terri reported that Rhonda had raised the issue of minors being able to take out R rated movies. Rhonda had been told by staff that as a parent, she could not request the library restrict access of these materials to her children. Terri had asked John Walden to look into current library policy on this matter. John Walden reported that the Circulation Policy adopts the American Library Association Bill of Rights, which states everyone has a right to all materials and can't be discriminated against.

Barbara noted that our Circulation Policy also states, "Children may be issued a library card at age 3 to 13 with a parent or guardian's signature. Cards issued to minors may be for restricted use if requested by the parent or guardian." Barbara wondered if there wasn't some way for a parent to request a restriction which is flagged in the library's computer system and seen by staff when an item is being taken out by a minor. Many children use the library after school without their parents present. She noted that an informal sampling of some high school parents indicated they thought their kids would be unable to take out R movies.

John Walden felt this idea would not be workable and was a slippery slope of discrimination. Anne questioned whether the library's software program could allow such a posting.

Tracy commented that we need to use some common sense. These are movies that kids can't see in theatres without parental permission.

Jean noted that people of any age can get movies out of 'Red Box' movie dispensers by just pressing the over 18 button. This is an issue that parents must deal with directly. Terri and most Board members agreed with this.

John Wilson asked John Walden if this has been raised as an issue in the past. John responded that he has received only 2 complaints in his 5 years. It is not an issue.

Barbara asked if the Board wanted to remove the provision in our Circulation Policy that allows for parental restriction. Anne noted it could remain and be interpreted as parents physically present in the library to restrict access of materials of their children. There was no action to change the policy.

- 9.0 Peter reported that a contract has been implemented with Scheerr McCrystal Pahlson Architects based on last month's board vote and they have collected information on the 2 sites and will be ready to share their ideas with the Board at either the February or March meeting. He expects to meet with the architect next week.

10.0 Public Comments: None

Meeting adjourned at 8:50 pm.

Next meeting: 15 February 2011, 6:30 PM, Town Hall.