

**Peterborough Town Library Board of Trustees
Draft Minutes
February 20, 2020**

Meeting called to order: 6 pm

Trustees Present: Marcia Patten (Chair), Laura Hanson (Secretary), Ron Drogy, Libby Reinhardt (Alternate), & Deb Caplan (Alternate)

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

Minutes from January 16, 2020 meeting accepted. RD, LH

Motion to have Deb Caplan vote for Ron Bowman RD, LH Motion passed

Motion to have Libby Reinhardt vote for Karen Struthers RD, DC Motion passed

Director's Report Highlights

On-going staff training is being provided to staff on the resources and referrals available for patrons who are in crisis. Corrine stressed that she wants the library to have a culture of empathy and respect for patrons, but also allow for staff self-care.

Corinne is doing the planning for digital services for the next fiscal year. Hoopla is very popular and audiobooks are the most popular format and the most common download time is Saturday and Sunday nights. The library is serving a large commuter population who do not necessarily use the physical location often but use the library virtually. She's researching a few digital competitors.

A comprehensive review of the circulation and turnover rates of all the physical items purchased in 2019 has been completed. Corinne reviewed the findings with the Board and outlined a plan to increase turnover rates and to reduce overall acquisitions.

The library is getting ready for the upcoming census and Mary Hubbard is the team captain of making sure the staff are prepared to answer questions about the census. The library is part of the complete count committee who are making sure that as many people as possible are counted.

Mary Hubbard coordinated classes for professional writing skills in February. The four-part session had 8 to 10 students in each session. Mary has been very skilled at finding patron teachers for the courses, and she works extensively with the teachers to supervise the class, but let's them plan the content and share their skills.

Motion to accept the Director's Report. RD, DC Motion Passed

1833 Society Report

Tina Kriebel reported that the capital campaign committee has raised \$5,051,183 with \$448,817 remaining to be raised towards their goal of \$8.5 million. She distributed and reviewed a spreadsheet that was created by Mike Morison that outlined the renovation's projected cash flow as of 1/31/2020.

Once the committee has all of the town and state sign-offs, they plan to re-bid the project in early March and should have the final construction bid by mid-April. Construction is scheduled to start in early May.

There was a discussion about a temporary location for the library once construction starts. Corinne has been in touch with So Clean about their building, but they are planning a possible expansion and there isn't available space. She has recently toured the former SDE building and thinks it would be an ideal location. She is working with a local real estate agent on a potential rental.

New Business

Meeting Room Policy – Corinne distributed a first draft of a policy about the use of the library's meeting rooms and facilities by outside organizations. She asked that the Board review the policy and be prepared to vote on it at the library's March meeting.

Appoint Alternates – Since Alternate Board members are appointed yearly, both Libby Reinhardt and Greg Kriebel need to be appointed for a second term.

MOTION TO ADJOURN FROM PUBLIC SESSION, DC, RD

MOTION TO ENTER NON-PUBLIC SESSION under RSA 91-A:311(a) - Patron Issue

Marcia Patten Y

Laura Hanson Y

Ron Drogy Y

Deb Caplan Y

Libby Reinhardt Y

THE BOARD ENTERED INTO NON-PUBLIC SESSION AT 7:25 PM

Present: Marcia Patten, Ron Bowman, Laura Hanson, Libby Reinhardt & Deb Caplan

The purpose of the non-public session was to discuss a patron issue.

MOTION TO RE-ENTER PUBLIC SESSION, RB, LH at 7:55 PM. Discussion on whether to seal the Minutes. Motion to seal the Minutes: DC, RD Motion passed unanimously.

Marcia Patten Y

Laura Hanson Y

Libby Reinhardt Y

Deb Caplan Y

Ron Drogy Y

Motion to adjourn made at 8:00 PM RD, DC

Next meeting: Thursday, March 19 at 6:00 PM

Respectfully submitted, Laura Hanson