

Peterborough Town Library Board of Trustees

Draft Minutes November 18, 2021

Meeting called to order: 5:30 pm

Trustees Present: Ron Bowman (Chair), Laura Hanson (Secretary), Karen Struthers (Treasurer), Marcia Patten, Deb Caplan (alternate), Libby Reinhart

Others Present: Corinne Chronopoulos (Library Director), Tina Kriebel (1833 Society), Bill Taylor (Select Board liaison)

The first order of business was an economic and historic market review of the library's trust funds by Bryan Sanford and Marcia McKenzie of Charter Trust. Currently the library trust funds are in bonds and cash. Bryan recommended that the trustees adopt a previous policy of holding the funds in equity and bonds. The trustees agreed and the Board will need to sign-off on a new policy.

Minutes from the October 21, 2021 meeting accepted as amended. MP, LH

October Treasurer's Report approved. MP, LH

Director's Report Highlights

- Harvey Construction has finished with the "punch list" items.
- The 1833 Society Finance Committee has agreed to spend money on the Keyes-Sage House repairs/updates.
- The press release for the new endowment fund ran in the Ledger. The anonymous donor was updated and very pleased.
- There were over 1,000 visits over the past week.
- Two more shelving units have been ordered to go on the porch so that all shelving will match. The collections will be moving once shelving is complete which will allow the library to finalize collection signage and wayfinding for patrons.
- The Keyes-Sage House interior painting is complete. Corinne is looking for a carpenter to repair the porch and will also be getting three quotes for HVAC. The Friends plan to open in the spring.
- Corinne has hired Liz Ludeman as a substitute. She is still training, but will pick-up shifts as needed.
- Room bookings are going smoothly, and revenue continues to increase each week. Offering meeting spaces to the public has become one of the library's main services. It takes substantial staff time but is fun and leads to reference questions and networking.
- Another new service is the opportunity to support the many student groups at ConVal. The ESOVC, ethics groups, and, most recently, a student-led suicide prevention group are all meeting at the library. Aimee LaRue works directly with the groups to help them organize and plan their events.
- The library has issued lots of non-resident cards. The staff has discussed upholding the library's policy for for making sure cards are not shared.
- Discussion about a free tax-services program provided by a Peterborough patron. The program is sponsored by the Friends of the Library and the library planned to further

sponsor by providing free space and advertising it as a library program. The volunteer is requiring proof of the COVID vaccine. The Director advised this would be against the library policy and deny a certain group of patrons access to a library sponsored-program. The trustees advised that the program not be sponsored by the library and the patron pay for the cost of a room rental and then they have the option of requiring proof of vaccine for their appointments.

Motion to accept the Director's Report KS, LH Motion Passed

1833 Society Report

Tina reported that they are still finalizing some recognition items. They have received some rebates from the state and the state is visiting the biomass system next week.

Old Business

Endowment Funds – The trustees reviewed a draft of the new endowment policy. The goal of the Peterborough Town Library Endowment is to build up a reserve of \$1 million by 2031. The strategy would be to:

- Working with the 1833 Society, transition this non-profit into an organization that would assist with planned giving for the library.
- Develop a planned giving mechanism.
- Research similar strategies, such as the Parmelee Society at MCH, and build a similar program.
- Make "Giving to PTL" a visible part of the website and other collateral.
- Train all staff and trustees on how to give information to potential donors.

There are \$195,000 of library trust funds left over from the construction project. Some of this money could be placed in the new endowment fund. Corinne will make edits to the draft resolution and a discussion of the goals and resolution will be discussed at a future meeting.

New Business

The Board continued a discussion from October's Board meeting about a patron who wanted to use the 1833 room for private study when it was empty. The staff decided that because it's a rental room, it should only be used when there's room overflow and all the other spaces are full. The room is now locked.

Corinne reviewed a draft of the 2022-2023 annual budget with the Board. There is a shortage over this year's budget, primarily because of an increase in the salary line item and a telephone/internet increase. Corinne has some solutions for keeping the budget as flat as possible.

Marcia Patten announced that the November meeting will be her last and that she needs to resign for personal reasons. Ron Bowman expressed his gratitude for everything Marcia has done for the library over the last ten years. Corrine also thanked Marcia for her many years of dedicated service. The meeting was followed by gifts and flowers for Marcia.

Motion to adjourn made at 7:15 pm DC, KS

Next meeting: Thursday, December 16th at 5:30 pm

Respectfully submitted, Laura Hanson