

Peterborough Town Library Board of Trustees

Draft Minutes October 21, 2021

Meeting called to order: 5:30 pm

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

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

Marcia Patten announced she has made the decision to step down as Chair of the Board effective immediately and that her last meeting as a Board member will be in November.

Motion to nominate Ron Bowman as Board Chair effective at the October 2021 meeting. LH, KS Motion passed

Motion to thank Marcia for a decade long commitment as Chair of the Board of Trustees of the PTL. The Board regretfully accepts Marcia's resignation and recognizes Ron Bowman's nomination to take over her responsibilities. LH, DC Motion passed

Motion to have Deb Caplan vote. KS, LH Motion passed

Minutes from September 23, 2021 meeting accepted as amended. KS, DC

September Treasurer's Report approved. DC, KS

Director's Report Highlights

- The collection has been successfully moved.
- Corinne is still working on punch list items for the new building and following-up on repairs.
- The key fob system has been finalized and panic buttons have been installed.
- The IT total costs for the building have increased due to the need for dedicated Comcast lines for the panic buttons, remote access to the HVAC system, elevator line, and increased network speeds.
- The building finance committee is finalizing payments to the architect and Harvey. They are finalizing the status of all fund balances and will report to the Board on how funds will be closed out. Monies for the landscaping of the south lawn are being held. The unspent library trust funds reserved for the project will be restored to the Trustees. Other remaining funds include the 1833 unspent funds and the balance of funds paid to the town for the construction contract. It is the hope that the remaining funds will be set aside to buy out the solar in seven years. Corinne also has created a "wish list" for additional purchases and work to be done, especially for the Keyes-Sage House.
- The budget season is beginning and Corinne will be drafting a budget which she will bring to the Board in November for a first pass.
- Corinne has interviewed a candidate for substitute assistance on the help desk.
- Corinne is still giving lots of library tours to interested groups.
- Storytimes are going well and people like the outside option and staggered craft hours.
- Hybrid tech classes are going well and Mary and Tim have a great line-up.

- The library has added a Writer’s Open mic night on the second Thursday of each month in partnership with Monadnock Underground.
- Corinne reviewed the meeting room rates and rules with the Board to confirm the best service for the public and revenue for the library. Because the meeting rooms are in frequent demand and are currently free to non-profit organizations, the following motion was adopted regarding meeting room policy.
- **Motion to update meeting room fee policy for non-profit organizations. Non-profits can book a meeting room twice a month for free, but will be subject to normal fee charges for additional rentals during that month. KS, DC**
- There was also a discussion about the use of the 1833 room and it was decided to revisit at a future meeting.

Motion to accept the Director’s Report DC, KS Motion Passed

1833 Society Report

Tina reported that they are still working on some issues with the new building and final expenses are being paid.

Old Business

Endowment Funds – Karen has been talking with Charter Trust to get their advice about setting-up an unrestricted endowment fund with the recent anonymous donation of \$10,000. She reported that Charter Trust can guide us in creating a resolution to set-up a separate trust fund for unrestricted donations, but can’t tell the trustees how to set-up a resolution. Karen and Corinne will work on a draft resolution and bring it back to the Board.

New Business

Corinne shared patron feedback about Columbus Day not being mentioned in the library newsletter, while Indigenous People’s Day was mentioned. Corinne and the patron had a good discussion and the feedback was shared with the staff. Any future holiday postings will be carefully considered to ensure the library is recognizing all federal holidays.

With Marcia’s resignation, there will be an opening for a trustee to fill-out her three-year term which ends in May. The Board is hoping to ask the Select Board to appoint someone.

There was a discussion about \$13,000 in repairs/improvements that the Friends would like to be made to the Kyes-Sage House. The trustees are in full support of these projects.

Motion to approve the scope of work to be made at the Kyes-Sage House. Funds for the projects will be submitted to the 1833 Society or taken from the Friend’s funds. LH, KS

MOTION TO ADJOURN FROM PUBLIC SESSION, LH, KS

MOTION TO ENTER NON-PUBLIC SESSION UNDER RSA 91-a311(a) – Personnel

Ron Bowman Y

Marcia Patten Y

Laura Hanson Y

Karen Struthers Y

THE BOARD ENTERED INTO NON-PUBLIC SESSION AT 7:05

Present: Ron Bowman, Marcia Patten, Laura Hanson, Karen Struthers, Corinne Chronopoulos

The purpose of the non-public session was to discuss staff salary increases.

MOTION TO RE-ENTER PUBLIC SESSION, RB, LH

Ron Bowman Y

Marcia Patten Y

Laura Hanson Y

Karen Struthers Y

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

Next meeting: Thursday, November 18th at 5:30 pm

Respectfully submitted, Laura Hanson