

## **Peterborough Town Library Board of Trustees**

### **Draft Minutes September 15, 2022**

**Meeting called to order:** 5:30 pm

**Trustees Present:** Tina Kriebel (Chair), Laura Hanson (Secretary), Karen Struthers (Treasurer), John Lawlor, Peggy Van Valkenburgh, Kristen Ramey (alternate), Eric McCall (alternate)

**Others Present:** Corinne Chronopoulos (Library Director), Sue Martin (1833 Society), Emily Manns, Bruce Tucker

**Minutes from the August 18, 2022 meeting approved. JL, PV**

**July's Treasurer's Report will be sent to the Board and approved at the October meeting.**

**Motion to approve August's Treasurer's Report PV, JL Motion passed.**

The Board agreed to review the Library's Trust Funds every six months rather than monthly.

**EV Station at Library Presentation** – Emily Manns and Bruce Tucker, of the Peterborough Energy Committee, presented information regarding the installation of an electronic vehicle (EV) charging station at the library. There are currently four newly installed conduits located in the parking lot of the library for future EV stations. While there are several EV charging options, they presented the capabilities of the less expensive Wallbox Pulsar Plus 40A system which would allow the library staff to fully control the system without additional hardware. The system would be controlled from inside the library and the library would set all policies, hours and fees. The charging sessions would be initiated by a librarian via an app or web portal. The patron would be allowed one transaction per hour when the library is open. The Board asked Emily and Bruce several questions, such as the town usage of currently installed town chargers and references for the system. Emily said she would get back to the Board with the answers to their questions. Tina would like to hold off on a decision until the library has a better handle on the current costs for electricity for the building.

#### **Director's Report Highlights**

- Corinne reviewed the most recent library yearly statistics with the Board and an infographic is on the library's website. She has also shared this information with the Select Board and Budget Committee.
- The library co-hosted with Go Monadnock a very successful debate for the contested state rep race. About 75 people attended.
- In celebration of Banned Books Week, there will be a special Rushdie event on September 22...great opportunity to network with many area organizations.
- Peterborough Presents next series has begun with a dietician, poet and yoga instructor.
- Mary is planning a Universal Design book group and staff training.
- Fall storytime is back in session and meets three times per week.
- Pizza and Pages, the library's tween book group, has a large group this year, with over 20 kids registered so far.
- The PTL youth team met with Conval librarians and are also connecting with Avenue A at the Grapevine.

- The library is transitioning their interlibrary loan services which has been challenging, but everyone is stepping-up and Corinne is staying on top of the initiative.
- The outside windows have been cleaned and the UV film panels have been installed in the windows at the back of the library.
- The irrigation system is still not confirmed to be working and Corinne has met with Green Acres.
- The library still has sewer line issues and is waiting for Amari to schedule the work.
- Corinne has completed annual reviews for all staff. The recommendations for raises and PTFs was signed-off for all staff. She said, across the board, there was very good performance by all of the staff.
- Corinne recently sent out a community survey and so far has received an excellent response.

The Board decided to put vendor service contracts on the agenda for the October meeting.

**Motion to accept the Director's Report KS, PV Motion passed.**

### **New Business**

**Capital Improvement Plan** - The Town of Peterborough every year asks the town departments to submit capital improvement items. Corinne submitted a proposal for painting the exterior of the Keyes-Sage House with an estimated cost of \$15,000. The Board discussed allocating the cost from its recently created capital improvement savings fund.

**Motion to pay for the cost of painting the exterior from the library's capital improvement savings fund. PV, KS Motion passed.**

Corinne reviewed with the Board the library's strategic plan calendar and schedule with a goal of publishing the results in March 2023. The staff reviews and public survey kicked-off the start of the process. In October there will be an all-day staff retreat. A strategic plan group, consisting of staff, trustees, friends, schools, nonprofits, room renters, and businesses, will be formed and will have three strategic planning meetings November thru January.

Brief discussion regarding the revised library Circulation Policy.

**Motion to pass the revised Circulation Policy PV, KS Motion passed.**

**Motion to adjourn made at 7:12 pm JL, KS**

**Next meeting: Thursday, October 20 at 5:30 pm**

Respectfully submitted, Laura Hanson

**Peterborough Town Library**  
**9/15/22 Minutes Non-Public Session**

**MOTION TO ADJOURN FROM PUBLIC SESSION, JL, KS Motion passed**

**MOTION TO ENTER NON-PUBLIC SESSION UNDER RSA 91-a311(a) – Staff and Library Director Annual Evaluations**

Tina Kriebel Y

Laura Hanson Y

Karen Struthers Y

John Lawlor Y

Peggy Van Valkenburgh Y

**THE BOARD ENTERED INTO NON-PUBLIC SESSION AT 6:50 pm**

Present: Tina Kriebel, Laura Hanson, Karen Struthers, John Lawlor, & Peggy Van Valkenburgh

The purpose of the non-public session was for Corinne to share with the Board the recommended staff raises and to get the Board's approval.

**Motion to approve the recommended salary increases TK, PV Motion passed.**

Once the above motion passed, Corinne left the meeting. The rest of the meeting was devoted to reviewing the final annual performance evaluation for Corinne and the recommended salary increase.

**Motion to approve Corinne's employee performance evaluation and salary increase. PV, JL Motion passed.**

**MOTION TO RE-ENTER PUBLIC SESSION, JL, KS**

Tina Kriebel Y

Laura Hanson Y

Karen Struthers Y

John Lawlor Y

Peggy Van Valkenburgh Y

**THE BOARD ENTERED INTO PUBLIC SESSION AT 7:10 PM**