

Peterborough Town Library Board of Trustees

Draft Minutes

April 15, 2021

Meeting called to order: 6:30 pm – Location on Zoom virtual platform

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

Others Present: Corinne Chronopoulos (Library Director), Ron McIntire (1833 Society), Audrey White (1833 Society), Bill Taylor (Select Board liaison)

Motion to have Deb Caplan vote for Ron Bowman, KS, LH Motion Passed

Minutes from March 18, 2021 meeting accepted. KS, DC

March Treasurer's Report approved. DC, LH

Director's Report Highlights

- Corinne gave a “shout-out” of appreciation to the finance committee, particularly Mike Morrison, and the professional oversight of the project. She emphasized that it has been a strong group effort.
- Corinne attended a webinar about self-care and library workers. She presented some of the ideas to the staff in preparation for the upcoming transition back to the new library. She especially emphasized that it's important to take time off before the move.
- Library furniture from the former library was listed through an online auction on Municibid. The newer furniture did not sell and Corinne is offering it to other town departments. So far, she's sold approximately \$500 worth of furniture.
- With her staff, Corinne has reviewed safety questions concerning the Youth areas in the new library, including supervised visits and unsupervised children. The policy has been revamped and drafted with some guiding language for the new library.
- Reviewed current budget and projections for end of year. The library will be under budget significantly and able to cover revenue shortages. Update has been sent to the town's Finance Director and Town Administrator.
- Mary Hubbard and Corinne completed the three-part racial justice program supported by the ALA grant. They were pleased with the number of people who attended, quality of overall series, and many unforeseen positives resulted from hosting these programs.
- Mary has created a dependable strength workshop for patrons that helps people identify their strengths and assets so they can transition into fulfilling work opportunities.
- Corinne presented the latest annual library statistics, including the distribution of close to 2,000 items for curbside pick-up. She plans to update the statistics on a monthly basis.
- The library has decided to postpone the collection reclassification project to move the collection out of DEWEY and into BISAC. There wasn't enough time and Corinne did not want to overload the staff. Once in the new library, the staff will review the plan again and decide if it's the right way forward.

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

1833 Society Report

Ron McIntire and Audrey White reported for the 1833 Society. The capital campaign still needs to raise \$26,615 to meet their \$5.5 million goal. There are three promising pledges that should push the campaign closer to their goal.

Audrey reported that the Recognition Committee will be contacting all 900 plus donors to find out how they would like their name(s) to appear on the recognition plaque. The committee has sent out an email blast to all donors who have given the committee email addresses. They are currently calling all donors without email addresses. Corinne is expecting a proposal from Metro, the donor recognition company who will be creating the plaques.

Corinne shared with the Board images of the new furniture and décor for the new library.

There was a discussion about the date of the library's grand opening which will most likely be in September 2021.

New Business

Robert Hauser, an artist and conservator, has approached the library about a donation of his assemblage titled "The Books are Whispering," adopted from the poem titled "In the Library" by NH poet, Charles Simic. Corinne shared a photo of the artwork and the Board felt it would be a nice addition to the new library. Corinne will share the library's donation policy with Robert.

Motion to accept Robert Hauser's assemblage "The Books are Whispering" DC, LH Motion passed.

Discussion about extending the lease for the temporary library by one month. If approved, Corinne will sign the lease extension for Units 2 & 9.

Motion to extend the lease for the temporary library by one month DC, LH Motion passed.

Corinne has been researching software to manage the new meeting room rentals. The software would allow a user to register online, reserve a date/time for room rental, and instruct how to pay. Communico is the software company that she is most impressed. It would not only do online booking, but the company would initially create a new library website which would integrate with the online room booking system. The library's current website is aging and has some unfixable issues. The cost would be \$2,000 for the initial implementation and \$5,000 a year going forward. Budget-wise, Corinne feels this is doable. The Board asked Corinne to contact libraries using Communico for references.

Corinne presented a revised open hours schedule for when the new library is open. There was a discussion and, based on Board feedback, she is going to re-work the schedule further.

A revised Safe Child Policy and Behavior Policy were presented to the Board. After much discussion about wording, it was agreed that if Corinne and her staff were comfortable with the wording of the policies, then the Board would accept the policies.

Motion to accept the revised Safe Child Policy and Behavior Policy. KS, DC Motion Passed.

Motion to adjourn made at 7:45 pm DC, KS

Next meeting: Thursday, May 20th at 6:30 PM (on Zoom)

Respectfully submitted, Laura Hanson