

Library Trustee Meeting Agenda
Tuesday, June 14, 2016, 6:00PM

Meeting called to order at: 6:00 PM

Trustees Present: Miller Lovett, Pam Coburn, Ann Butler, Beverly Heyduk, Duncan McNeish, Paul Eldridge, Jane Ramsay

Absent with Notice:

Others Present: Erin Apostolos (director), Matthew Gunby (head of circulation), Bob Kenelly, Chris Leland (assistant director)

- I. Bob Kennelly-Concern about memorials in front of library
 - a. Representing American Legion, commander for thirteen years. Still a member of the executive board.
 - b. 50-60 people he has spoken to do not wish to have library move.
 - c. Updating current chair lift. New chair lift was installed 8-9 years ago.
 - d. Current commander Sam Blake willingness to work with library for maintaining memorials.
 - e. First Tuesday in September potential meeting with the American Legion. Meet at 7:00 PM.
 - f. Other groups to consider for outreach.
 - g. Goal to reach as many people as possible.
 - h. Building and land belong to town. 3 memorials at the library site. Civil War, Korean War and World War Two. Library as steward versus town. Important distinction.

- II. New Chair's address to the Trustees
 - a. Beverly Heyduk: first official meeting. Thank you to Pam Coburn for all she has done as chair.
 - i Beverly: Chair facilitates meeting, represents issues publicly, creates agenda with input of Board, and setting special meetings as necessary.
 - ii Pam: Important to make sure everyone gets a fair hearing before items are brought to vote.
 - iii Beverly: Direct questions to the chair versus internally as the Select Board currently does. Ann Butler will time agenda items. Matthew Gunby will read back any motions, seconds and votes. I am proud to be part of the Board, thankful for all that has been done to date. Desire for the Board to work together to move this project forward. Please inform the chair of procedural issues as they come up.

- III. Secretary's Report
 - a. Approval of minutes from May 10 meeting. Motion to accept made by Duncan McNeish, seconded by Paul Eldridge. Motion carries with one abstention from Pam Coburn.

- b. All approved minutes signed by all trustees present at meeting so that they can be put online. Completed. **Erin Apostolos will put the signed minutes online.**

IV. Treasurer's Report

- a. 6 deposits, including trust distribution for payment to Lavallee Brensinger. 6 expenditures.
- b. Total market value of funds in National Advisors Trust on June 14: \$833,866.04. Motion to accept made by Paul Eldridge seconded by Ann Butler. Motion carries unanimously.

V. Library Director's Report

- a. John Locke will be promoting library after Peter and the Starcatcher at their educational presentation next week, June 21st.

VI. Old Business

- a. Reestablish Action Items
 - i Having action items in bold and repeated at end. Reported on during next meeting.
 - b. L-CHIP Signature for Stewardship Agreement-Meet with BOS July 18. Asking the Select Board to sign this. Contact at L-CHIP said it would be best to have town sign this document. Must be voted on by Select Board if they decide to do this.

VII. New Business

- a. NHLTA Conference-Right To Know Review
 - i Matthew attended this session and has reported back with what he learned from this workshop.
- b. Letter from Ginny Lovett
 - i Elections was behind in March, because the Board did not have a quorum.
 - ii Board makes its own way of attending to business. Several people including the town manager said that using Robert's Rules was not always the best option.
 - iii Continuing an amicable understanding.
 - iv Tabled in April according to minutes, because it was not in the agenda for this meeting
 - v 4 ways of nominating. Nominations from the floor/open nominations have been used in the past. Having a nominating committee is another means of this process, but it has not been used for the Board of Trustees in recent history at least.
 - vi Officer position should not be held for any longer than three terms. Treasurer is only one that falls into this. Discussion of creating an assistant treasurer was made at both the April and May meetings.

- vii Recommendation from the director for nominating process to be redone for positions of vice chair, treasurer and secretary as it is unclear that the appropriate procedure was done for these in May.
 - viii Recommendation from the director to consider whether the position of treasurer should be officially exempt from term limits as is done in libraries elsewhere and has been done de facto here for both the current and preceding treasurer.
 - ix A non-trustee may be treasurer as far as Duncan knows.
 - x **Ann Butler will research what the RSAs are regarding a non-trustee treasurer.**
 - xi Ann Butler nominates Duncan McNeish for treasurer and to waive the three term limit. Jane Ramsay seconds. Miller Lovett abstains. Motion carries.
 - xii **Erin will add agenda item to seek potential assistant treasurer for July meeting.**
 - xiii Motion by Duncan McNeish to nominate Paul Eldridge as secretary, seconded by Ann Butler. Motion carries unanimously.
 - xiv Paul Eldridge nominates Ann Butler as vice chair, Pam Coburn seconds. Motion carries unanimously.
- c. Letter from Miller Lovett
- i Miller Lovett notes that Board has been muddling along with new library building project. Not having a completed plan before entering into phases of the building process. Architect's plan was accepted by Board and clearly laid out. Build consensus between library board, select board, and public. Decision did not have sufficient data.
 - ii Duncan McNeish was insulted by letter. Board makes final decision about what happens with the building. Tomorrow at the Planning Board a general survey will be considered.
 - iii Jane Ramsay: non-participants in the process are tending to respond without having all of the facts. Select Board seems to be going along with the Board. It was time to make a decision.
 - iv Pam Coburn disagrees. Bottom up decision not top down. Effort high, but results are what matters. Need deep town-wide consensus. Richard Juve letter to the editor provokes a great deal of conversation and though it has its errors the conversations it will potentially create are a positive. We can work hard, but we are doomed if we do not receive sufficient response.
 - v Ann Butler insulted by tone of letter. She has worked with the Board for many years and feels that her efforts have been both diligent and forthright. She resents the personal nature of the letter, particularly with regard to the final paragraph which contains a high level of scorn.
 - vi Beverly Heyduk would like to move on. All of us are on this Board for the greater good of the library. Disagreements will exist for how this process is undertaken. She is sorry Miller Lovett has found the Board

lacking to date. Desire for a unified Board so they can successfully move this project forward.

- vii Paul Eldridge: iterates tone of the letter being a primary concern. Statement of not being open and transparent is insulting and inaccurate.
 - viii Miller Lovett response: chose and analyzed his comments with care. Feels he has been criticized by Board and that the Board did not keep an open mind throughout the process, and that the public felt this. Fair time and open discussion for points made is necessary. Majority of the Board needs to recognize some problems. Attempt to speak straight while also being cordial.
 - ix Pam Coburn: Miller came up with a plan and the Board found it very difficult to discuss that plan. The Board could have gone some way making plan prior to the hiring of a consultant. She feels as chair some of the responsibility for this rests on her shoulders. Also, agrees with Miller Lovett that the vote to move was made preemptively. Now that vote has been made, democratic process requires us to move forward.
 - x Miller Lovett: plan of the architect was a wonderful plan. Focusing on the finished plan. Project plan requires a project manager. One is not being involved. The plan shows a need to pick the brains of the community, but belief in the community is that a decision was already made by the Board even prior to the vote.
 - xi Erin Apostolos recommends asking Ron Lamarre where he feels the library is with regards to following through on the plan.
 - xii Ron Lamarre encouraged the Board to make this vote. Goal of the final meeting when plan was first created was to present where the library was going to move or if it was going to stay in its final outreach meeting.
 - xiii Beverly Heyduck believes the Board has been transparent.
 - xiv Miller Lovett: Timeline did depend on getting sufficient feedback from the community.
 - xv Jane Ramsay: Conditions here are not conducive to making a new library here.
 - xvi Many years of studies and reports from past boards.
 - xvii Meeting with the Planning Board: tomorrow with Ron Lamarre.
- d. Bylaw Review
- i **Ann Butler will review the Bylaws and come back to the Board next month.**
- e. Trustee Alternates
- i 3 potential Board of Trustee alternates. Will be discussed in July. Amy Lafavre, Joe Quimby, Marion Griscome. In the past they have come to a couple of meetings, the Board has created a document for their perusal. **Beverly Heyduk will invite potential alternates to the next meeting.**
- f. July Calendar
- i **Ann Butler will share the master calendar with Beverly Heyduk prior to the next meeting.**

- g. Next Planning Committee meeting June 15, 2:00PM
- h. Other Business?
 - i. Creating a Basecamp tutorial. Serious weakness not using it to its full potential. **Chris and Matthew will work on this and email the trustees with potential options.**

VIII. Adjournment--Next meeting: Tuesday, July 12, 2016, 6:00PM
Motions made by Paul Eldridge to adjourn, seconded by Pam Coburn. Meeting adjourned at 7:10 PM.

Action Items:

Erin Apostolos will put the signed minutes online.

Ann Butler will research what the RSAs are regarding a non-trustee treasurer.

Erin will add agenda item to seek potential assistant treasurer for July meeting.

Ann Butler will review the Bylaws and come back to the Board next month.

Beverly Heyduk will invite potential alternates to the next meeting.

Ann Butler will share the master calendar with Beverly Heyduk prior to the next meeting.

Chris and Matthew will work on this and email the trustees with potential options.

Respectfully submitted by Matthew Gunby

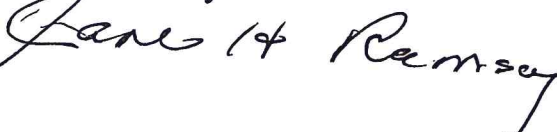

Miller Lovett


Ann Butler

Duncan McNeish



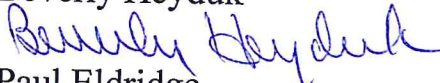
Jane Ramsay



Pam Coburn



Beverly Heyduk



Paul Eldridge



