

**Peterborough Town Library Board of Trustees
Draft Minutes for Meeting of
April 21, 2022**

Meeting called to order: 5:30 pm EDT. Location Abbott Board Room.

Trustees present: Peggy Van Valkenburgh (Acting Chair), Ron Bowman, Ron Drogy, Deb Caplan (Alternate), Libby Reinhardt (Alternate), Laura Hanson (arrived at 6:30pm), Karen Struthers Treasurer, attended remotely).

Others present: Corinne Chronopoulos (Library Director), John Lawlor, Chris Mann, Ron McIntire (1833 Society)

Introductions were made all around. Peggy Van Valkenburgh was appointed Acting Chair for this meeting, and Deb Caplan and Libby Reinhardt were allowed to vote as Alternates. CC asked LR to take minutes as Laura Hanson had not yet arrived.

Minutes:

A motion was made to approve the draft minutes of the meeting of March 17, 2021, no changes needed. PVV moved, LR seconded, all voted in favor.

Treasurer's Report

Report showed a total of \$294,373 in total Trust Fund money at March 31, 2022, this was up slightly from the end of February 2022. There are ten Trust Funds, all held at Charter Trust.

A motion was made to approve the Treasurer's Report. DC moved, RB seconded, all voted in favor.

Director's Report

CC gave the following updates and highlights:

- A survey of patrons showed that patrons would like earlier hours on Saturday. CC is proposing that the Library open earlier on Saturdays and is adjusting staff schedules to accommodate that. She wants every staff member to have two days off each week. (See New Business below for discussion and vote on this.)
- Library needs a strategic plan – CC is beginning to think about how to do that.
- Chris Mann organized a grounds clean-up day, staffed by volunteers; it went very well and the grounds look much better. Thank you Chris!
- The Library will partner with MacDowell on Medal Day with a pop-up poetry tent and other poetry activities.
- The NH Institute of American Architects will host their May 19 meeting at the library. Roughly 70 architects will attend.
- Youth Team is planning their Summer Reading Program, storytime continues, YA Reading Group has been very successful.

- Adult Services has been busy with planning a Caregivers' Conference on June 18, including several of the long-term care facilities in town, AARP, a local nutritionist, Alzheimers Association, and others.
- Mary Hubbard and CC are collaborating on the creation of a new program "Peterborough Presents", which would host members of the community who want to share their talents and skills. First speaker is David Baum.
- The first Seed Library meeting was held with volunteer Colette Lucas, who will head up the project. Cornucopia is going to partner with the Library on this. About 5 enthusiastic people attended the meeting.
- Revenue Budget is on track to have a \$15,000 surplus, as expected, which can be carried over to FY 23. Operating Budget is on track to be on-budget.
- All DVD's are being reclassified by genre – a big project.
- Keyes Sage is opening Memorial Day weekend.
- Sue Martin arranged for a flag pole to be donated to the Library. By August the temporary pedestrian bridge will be gone and final landscaping can take place. (See 1833 report below).
- Staff changes: Ann Harrison is retiring, Nancy McMullen has been promoted to Library Assistant, two interns have been hired, staff schedule has been rebuilt (see first bullet above), custodians have been moved to a staff/salary line item from "contracted services" so budget will be changed to reflect this. (See Other Business below for vote on this final item).
- Meeting room bookings are up – on Wed. April 20 all the rooms were booked all day!
- Circulation of print collection in March was 6,851 items, up 2,000 items from the previous month.

A motion was made to accept the Director's Report. All voted in favor.

1833 Report

RM said that 1833 Society needs to stay in existence until the landscaping is done, in other words, for a few more months, depending on when the bridge is finished. 1833 will pay for the additional landscaping work; there are sufficient funds to do this. CC and Tina Kriebel are finalizing the project costs.

Old Business

- *Materials Selection and Collection Development Policy and the Reconsideration Policy.* CC would like to separate these two policies as they are two different processes. [The first establishes guidelines for the development and management of the Library collection; the second describes how the Library staff and Trustees should handle a request from a patron to remove an item from the collection or who is questioning the Library's selection policies.]

CC reminded the Trustees to be aware of their personal biases when discussing a Request for Reconsideration and, as much as possible, stay neutral when discussing and deciding on a request for reconsideration.

Along the same lines, CC is rotating the librarians so they will be responsible for different areas of acquisition. This will ensure that their personal biases do not ingrain themselves into the purchase of materials for the collection.

The first step for a patron making a Reconsideration Request is to make an appointment with the Library Director to discuss the request. If the patron is not satisfied after their meeting, they may fill out a reconsideration form. LR suggested changing the wording of the policy to clarify that filling out the reconsideration form is not mandatory, it only needs to be done if the patron is not satisfied and wants to continue the process. CC agreed.

The NH Library Association will be discussing book challenges (aka requests for reconsideration) at its meeting on May 10; all were urged to attend.

A motion was made to approve the two policies under discussion. DC moved, RB seconded. All voted in favor.

CC noted that all library policies are on the Peterborough Town Library website.

New Business

- Board onboarding plan and skills assessment

The discussion of this was deferred until the next Board meeting, which will be after Town Meeting when the new Board of Trustees will be chosen. A discussion later in the meeting (during Other Business), but relevant to this topic, was that after Town Meeting, when the composition of the new Board of Trustees is known, the Board can assess what skills Trustees have and what skills are needed. This will help with the choosing of Alternates, and the development of a transparent process for that.

- Public Policy Matrix

CC has developed a Public Policy Matrix listing each library policy, when it was last approved, and when it should come up for review again. There are 24 policies, existing or in development. The plan is to review all of them between now and October 2023.

No vote was needed to approve the Public Policy Matrix.

DC asked how we keep the topic of Diversity front and center when discussing Library policies and the composition of the Board. There was general agreement that this needs to be always kept in mind.

- Library Hours

The Library will open earlier on Saturday (9 am vs. 11am) and close at 3 pm. Every other day the Library will be open from 10 am to 6 pm, except on Thursday when it will stay open to 7 pm. The extra staff costs to accommodate the longer Saturday hours are still within budget.

There was some discussion about whether one late night was sufficient, RD wished for more evening hours, but most agreed one night was sufficient; CC said very few patrons come in later than 6, but it was important to offer one late night for those who can't get there during the day.

A motion was made to change the library hours as described above. PVV moved, RB seconded. All voted in favor.

Other Business

- CC mentioned that the Dewey Decimal System was antiquated and didn't reflect today's society. Two examples, "mental illness" is classified inappropriately think many, and "Christianity" has many gradients whereas other religions are all lumped together as one. Nothing is to be done about this now, but CC someday would like to switch to a new classification system.
- Corinne reiterated that we needed to vote on moving \$20,000 from "contracted services" to "staff" to reflect the fact that the custodians were now full-time, salaried staff.

A motion was made to move \$20,000 from contracted services to the salary line. PVV moved, RB seconded. All voted in favor.

- Any extra funds from the 1833 Society will go into a Trust account.
- There was a bit more discussion about the importance of transparency in choosing Alternates for the Board, and that this will be taken up at the next meeting, in May. (See above under New Business)

Meeting was adjourned at 6:51 pm. All voted in favor of adjourning.

The next meeting will be May 19, 2022 – the same night as the NH Institute of Architects will be meeting. There was some discussion about whether we should change our meeting, but the conclusion was it would be good for the visiting architects to see the Library in action!

After the meeting was adjourned, CC presented RB with a gift and a note of thanks for his many years of service on the Board of Trustees. Tonight was his last meeting.

