

George H. Stowell Library Trustee Meeting Minutes
October 8, 2018

In attendance: Kathi Patterson, Richard Scheuer, Kate Freeland, Brenda Freeland (Librarian)

1. **Call to order:** The meeting was called to order at 6pm at the Stowell Library.
2. **Public Comment:** Ginny Gage hoped the Board would work to clarify the library's weeding policy. Sandy Redlands urged better communication about books that are being discarded.
3. **Development of a five-year plan for the library:** Working from the list of suggestions recorded at the community forum in the Resources category, the following items were discussed:
 - a. **Immediately:** research library budget levels from other similar sized towns to help us with our 2019 budget planning; make library website more useful and more accessible (some discussion also of social media presence - who would be responsible for this? No decision);
 - b. **Year 1:** automate library circulation system (will require new computer first as well as server and catalog station); funding/encouragement for librarian to attend at least 1 professional conference each year; provide public computer station(s) ; clarify collection development goals, including weeding policy (this clarification will determine the types of books that are added and removed, periodicals, digital resources and databases)
 - c. **Year 2:** Increase the number of trustees (will require research, info from state)
 - d. The suggestion to roll any leftover funds into the capital reserve funds each year would have to be warned and would require vote of town in March. Left over funds are minimal and will instead be put toward additional book purchases. We will continue the planning work at our next meeting.
4. **Clarification of Librarian and Trustee roles:** Trustees are responsible for budget, policy and infrastructure; librarian is responsible for everything else. Confusion between the two roles can be eliminated with better communication between board members and the librarian.
5. **Library use for meetings (local groups):** The library is available for meetings of local groups. Space concerns were voiced with a brief conversation about how a rearrangement of furniture could yield more flexible meeting space.
6. **Other business:**
 - a. **Update on Accessible Entry project:**
 - i. Kate met with the Selectboard and members of the Cornish Historical Society on 9/24/18. At that meeting a plan was created to move forward with this project, despite there being no money immediately available for an architectural study. We agreed to engage UK Architects of Hanover for the

study if they are willing to wait until March to be hired and begin the work (they are).

ii. The Selectboard will be the agency that submits the warrants and contracts for the work, though we will do the majority of the legwork.

iii. Between now and March 2019 we will:

a. Publicize the issue of accessibility for the library and historical society, educate voters as to need

b. Submit a two-part warrant article for town meeting in March:

i. part 1 will outline the need for accessible entrances and bathroom to serve both buildings and ask the town to vote in support of this effort;

ii. part 2 will allocate money for the study

iv. Between March 2019 and March 2020 we will:

1. Contract with UK Architects for the study

2. Share the drawings/study details with Cornish voters

3. Solicit potential donors, initial fundraising

4. Submit warrant article for construction costs

i. Construction to begin after March 2020 vi. To be determined is how we will split costs with the Historical Society since they have an accessible entrance already and the real need is ours. However, if we do include a bathroom in the plan they will benefit from that too. The CHS is not funded by the town, we we'll have to come up with a reasonable ratio that works for both organizations.

b. Roof repairs - part of the slate cap on the roof has come off. Kathi has contacted Leonne Slate in Sunapee for repairs. If they do not come through, Brenda will contact Trumbell-Nelson to see if they will do slate work.

c. Part of the brick support for the chimney has come off and needs to be replaced with granite supports. Kathi will get in touch with Parry Construction to see if they have recommendations for contractors to do this work.

d. Meeting schedule: The Board agreed to set a regular meeting schedule of the 2nd Monday in the months of October, December, February, April, June and August, 6:00pm at the Stowell Library.

7. Future Planning

Continue development of five-year plan

2019 Budget

Update by-laws and policies.

8. Meeting adjourned at 7:30pm

Respectfully submitted,
Kate Freeland Secretary