

D. A. HURD LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 17, 2008

Present were Amber Fournier, David Dutch, Margaret Allaire, Stacy Bradburn and Beth Sweet.

The meeting started at 6:35 – Stacy joined us at 7:20.

The Secretary's report was accepted as written.

There was not a Treasurer's Report. It was requested to ask Karen to have the report emailed to the Board members. We also want to remind Karen that the budget process starts in October and we would like Todd Doolan to visit with us in October. Also mentioned was the fact that Margaret has not been contacted by Karen for assistance.

There was no Maintenance Report.

Director's Report:

1. Beth returned unused grant money to New Hampshire Charitable Foundation.
2. There was a grievance filed by Corrine Feehan against Pam Smart. Beth has met with both women to try to resolve this matter but with little changes. The three page document given to the Board stated the grievance, the response and an action plan. If the action plan is followed, it seems it would take care of the problem.
3. Beth has sent a notice to the high school regarding the library's Teen Space.
4. Beth helped work on a letter to the Friends members about membership renewal. She would also like to send a letter to the Friends members about the new addition and for them to come to the October Friends meeting to discuss it.
5. The September 16, 2008 meeting for interested adults to form an adult book group had only two in attendance. There are 12-13 people interested so these two were not discouraged.

Building Action Committee: A meeting was held at the library on August 27, 2008 at 5:00 p.m. with Lynn Doughty from BHC. The meeting lasted three hours with Lynn speaking to us about the interview process with key donors. We need pledges for 10% of our goal (without any town money counted in there – so \$1.3 million or \$130,000). This is the “quiet phase” of our campaign where we seek pledges from \$10,000 to \$250,000 from lead donors. Dave is going to contact each Board member for our pledges and then we proceed with finding lead donors stating that the Board is 100% behind the project.

Beth and Royal Cloyd went to the Friends September meeting. There were about 11 people in attendance. When the meeting was winding down, Royal started to talk about the Friends financially supporting the addition. It seems the president of the Friends is adamantly against the

addition as is one other member. Royal was not allowed to speak again because the meeting was out of control. The meeting ended without any kind of vote. Beth asked any Friend member on the Board to attend the October 9<sup>th</sup> meeting at 7:00 for the Friends.

Old Business:

1. We received the lawn repair proposal from Mike Lane for \$1,970.29. There was a concern that we should get another bid as detailed as Mike's. After much discussion, a **motion** was made by David Dutch to accept the bid from Mike Lane for \$1,970.29 with a start date after October 19, 2008 and to be finished by November 1, 2008. The motion was seconded by Stacy. Three votes in favor/one no. Amber was asked to send a letter of acceptance to Mike Lane.
2. The Town's Comprehensive Plan meeting was not attended by anyone on the Board. David is going to drop off to Dwayne our new language that includes the library addition information.

New Business:

Beth had an Annual Performance Review form that she wishes to use this year that the Topsham Public Library uses. It was met with the Board's approval.

The annual reviews will start October 1<sup>st</sup>. We want to use these reviews when we work on the budget salaries. After the staff receives the COLA raise, if we allot an amount of money for raises, these review forms should determine on how that allotment is divided up between staff members. The new form will be given to each staff member prior to their review so they can get a look at what Beth will be using.

Meeting adjourned at 8:15 p.m.

Respectfully submitted  
Amber J. Fournier