

Members Present: Rhonda Gurney, Lisa Bozogan, Peter White, Lisa Meehan, Barbara Chalmers, John Walden  
Members Absent: None  
Meeting Attendees: Judy Kohn, Dennis Kohn, John Wilson, Peter Urbach  
From: Barbara Chalmers

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On the above date, those noted above met at the Sunapee Safety Services Building. The following is a brief summary of the discussion that took place:

Minutes of May 30, 2007 meeting were unanimously accepted with the inclusion of the Ski Tow site to the list of sites as suggested by John Mapley.

## OLD BUSINESS

### 1.2 Review of Committee Charge:

#### b. Re-evaluate library program:

1. Evaluate user statistics: John gave Barbara circulation statistics for 2002 to present. This information will be reviewed and a summary with trends ready for the next meeting.  
**Action by Barbara**
3. '03 Jackson Programming Report was provided to committee members by John Walden.
6. Library Activity Report: John provided various computer reports:
  - 2006 collection circulation:  
non-print: 36.5% adult books: 34%, children books: 23%, other: 6.5%.
  - July - August activity increases by about 800 patrons/month and 1700 items/month over September to June period (10 month average).
  - 2006 collection change:  
2020 new; 440 items removed from the collection
  - 2005 collection change:  
1825 new, with 2854 books (fiction) and 425 audio books removed from the collection. John commented on the various factors that determine what gets removed.

### 1.3 Site Evaluation Team:

- Team members to visit the sites and assist in data gathering  
**Action by Site Team**
- A meeting of team members will be called by Rhonda.  
**Action by Rhonda**
- Standard for usable site size and other standards to be established.  
**Action by B Comm**
- USGS topo map, soils map and flood zone map needed. Rhonda thinks Kevin may have them.  
**Action by Barbara**
- Water / sewer service to sites to be confirmed with Water & Sewer Commission.  
**Action by Site Team**

### 1.5 Site Evaluation Criteria:

- Rhonda reported that letters were received from Sally Southard and Linda Urbach which regard site evaluation criteria weighting.  
Sally Southard urged that the distance between the library and elementary school is not deserving of a 5 weighting factor since few children go to the library outside of programmed activities and that bus transportation is available. In addition, unsupervised children can present issues for the library staff. Linda Urbach also urged less emphasis be given to library proximity to schools and more emphasis to factors affecting adult user access to the library. She also urged broadening the committee to include

representatives of those who supported the Ski Tow site planning and wondered whether library users were represented on the building committee.

The letters are attached to the minutes.

- The building committee discussed giving the weighting factors a second look before the evaluation process is applied to sites and invites input.

**Action by B Com**

1.6 Volunteer / Suggestion Form:

a. More suggestions for the form:

- Modify self-identification group from 'never use' to 'infrequently use'.
- Add a 'Did You Know?' list of library services compiled by John.
- Add children's reading programs to the list of services.
- Ask if any changes in hours of operation are desired.

Rhonda will make revisions and present the proposed form to the Trustees at their next meeting.

**Action by Rhonda**

1.8 Establish Building Site List:

• Copies of the Site Evaluation Worksheet (4 pages) were provided to those present and are attached to the minutes. Barbara explained this was a spreadsheet to organize information as it is compiled for all the sites. When completed, the analysis and implementation of the point system can be undertaken. Information on the sheets has come primarily from Town tax records. Roughly half the needed information has been gathered. This is an on-going effort.

**Action by Site Team**

- John Mapley's suggestion of Ski Tow site will be added to the site list.
- Kevin Rickard's suggestion to include 14 Lower Main St with the F&S site as another site option will be added to the site list.

**Action by Barbara**

**Action by Barbara**

## NEW BUSINESS

2.1 Library Trends: Lisa Meehan and Rhonda are internet researching library trends. They will be reviewing their findings with John Walden for applicability to Sunapee. Trends found to date include:

- Collection cooperatives between regional libraries: This offers expanded shared resources for library users while reducing space needs by focusing local resources on particular areas of a collection. John noted that this approach can work well with reference materials.
- Methods of attracting patrons: Ways to enhance the library as a center of culture for the community; how to build endowment; how to build community.
- Young Adult Areas: Ways to successfully accommodate and encourage young adult (middle school) usage. Rhonda noted this is also of great interest to both Newbury and New London libraries.
- Wireless internet access for patrons: John noted this is available at the Abbott, but rarely used, perhaps because its existence is not widely known.
- Lisa commented that the vast amount of information available is a bit overwhelming and suggestions on topics to focus the research are welcome.

2.2 Review of Library Program:

• Abbott Space Planning Estimate, draft 6-13-07 and Program Summary Comparison with Jackson Report were provided to those present and are attached to the minutes. Barbara explained this is the start of the program re-evaluation effort.

• The Space Planning Estimate is based on a planning guide found in the Trustee's Library planning notebook. A number of assumptions (to be confirmed or changed) were made for this first iteration including:

- Service Population: Sunapee Planning Board town population figures and growth rate used; generated a 2020 population of 4,260 people. Adjusted by formula for non-resident summer users to 4,533 people.

- 15 year planning window
  - collection growth (Adjustments to be made per statistics from John)
  - 45 person meeting room size
  - 6 computer stations
  - 8.5 seats per 1000 service population (average of recommended range of 7 to 10)
- The Program Summary and Comparison to Jackson Report provides an area listing comparison of the initial program re-analysis with the Jackson Report program. Gross area totals are 11,955 sf vs 8990 sf. Barbara noted that she expects the program re-analysis area to increase in future iterations as information is refined.
- 2.3 Out-of-Town Library Visits: Rhonda reported that visits libraries have begun with trips this week to the Newbury and New London Libraries. Data gathered will include information about the facilities before and after their expansions, including size, users, collection statistics, operating costs, parking, meeting space, staffing patterns, lessons learned, computer use, general building and site appeal and notable features. Anyone is welcome to join in on the trips. Other libraries to be visited: Canterbury, Amherst, Windham, Newport. Others will be added. **Action by B Comm**
- 2.4 A press release will be prepared to get the word out about what the building committee is working on. **Action by B Comm**
- 2.5 Planning Schedule: Peter will prepare a draft for review next meeting, including Trustee charge tasks and other task milestones as appropriate, working back from a March 2008 town vote date. **Action by Peter**

Attachments: Site Evaluation Worksheets a/o 6-13-07  
Space Planning Estimate, draft 6-13-07  
Program Summary & Comparison to Jackson Program 6-13-07  
Sally Southard letter 6-7-07  
Linda Urbach letter 6-11-07

**Next Meeting Scheduled for July 11, 7 PM, Safety Services Building.**

End Meeting Notes.