

~~Lebanon~~  
~~Eviler - 71~~  
John Sherman - ~~1974~~ - main ST.

~~Woodman - 72~~

~~Lawton - 72~~

Trelan - 1974 - 4 Terrace ave To 1976

Corrigan - 1979, P.D.D. 2 - designed 1972

Arthur Allen 1974 - 43 N main ST. to 1977

J. Kent Buid 1975 - meredith neck Rd.

Elizabeth Potter 1975 - meredith N.H. - P

Egloria Powalis may 1973 - meredith, N.H. P#2 Box 3 To 1976

~~Mrs. Wm Cooper (Bookkeeper) 27 Water ST - meredith, N.H.~~

Charlotte Fisher - 1974 to 1977

12/9/ 1974

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY  
AT 7:30 P.M.

PRESENT WERE:	CHAR. J. KENT BIRD	MARION WATSON, LIB.
	TREAS. ARTHUR ALLEN	CHARLOTTE FISHER
	SEC. LOIS TRELOAR	
ABSENT WERE:	AGLAIA ROUVALIS	
	ELIZABETH POTTER	

THE SEC.'S REPORT WAS READ AND PLACED ON FILE.  
THE TREAS. REPORT ON THE FINANCIAL STANDING AS OF THIS DATE  
WAS ACCEPTED AND PLACED ON FILE.

MRS. WATSON WAS INSTRUCTED TO CONTACT THE SALESMEN FOR THE COPIER  
AND TYPEWRITER AND ASK THEM TO PRESENT THEIR PROPOSALS IN WRITING.  
MRS. WATSON REPORTED THAT THERE IS ABOUT \$784 IN THE PROJECTOR FUND  
AS REPORTED BY THE LIBRARY FRIENDS.

MRS. WELD ROBINSON PRESENTED A CHECK FOR \$131.25 THROUGH THE KINDNESS  
OF MRS. CHARLOTTE FISHER. THIS CHECK WILL PAY FOR THE 8mm  
PROJECTOR. MRS. FISHER IS HAVING A BRUSHED BRONZE PLAQUE WITH THE  
DONOR'S NAME ATTACHED TO THE PROJECTOR, AS VOTED BY THE TRUSTEES.  
MRS. FISHER IS TO WRITE A LETTER TO MRS. ROBINSON CONVEYING OUR  
SINCERE THANKS AND THE LIBRARIAN'S EXTREME PLEASURE FOR HAVING THE  
PROJECTOR TO USE AT THE LIBRARY AND FOR THE LIBRARY PATRON'S.

MRS. WATSON IS PLANNING A NEW SET OF RULES CONCERNING THE BORROWING  
OF THE FILMS AND CASSETTES. SHE WILL HAVE THEM READY FOR THE TRUSTEES  
TO DISCUSS AT THE NEXT MEETING.

THE MEETING WAS ADJOURNED AT 8:40 P.M. THE <sup>NEXT</sup> MEETING WILL BE HELD  
AT THE HOME OF THE CHAR. J. KENT BIRD. THIS WILL BE THE ANNUAL BUDGET  
MEETING, JAN 6, 1975

LOIS TRELOAR, SEC.

*Lois Treloar, Sec.*

OCT. 21, 1974

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT 7:30 P.M.

PRESENT WERE: CHAR. J. KENT BIRD ELIZABETH POTTER  
TREAS. ARTHUR ALLEN (ABSENT) AGLAIA ROUVALIS  
SEC. LOIS TRELOAR CHARLOTTE FISHER  
MARION WATSON, LIB. (ABSENT)

THE SEC'S. REPORT WAS READ AND PLACED ON FILE.

MRS. FISHER REPORTED ON HER PROGRESS ON THE PROJECTOR PROJECT. MRS. WELD ROBINSON WISHES TO PAY ONE\*- half TOWARDS THE PROJECTOR WHEN IT IS PURCHASED AS SHE WISHES TO DONATE IT IN HER HUSBAND'S NAME AND MEMORY. SHE HAS BEEN ASSURED THAT IT WILL BE. MRS. FISHER MADE THE MOTION THAT WE AUTHORIZE MRS. WATSON TO PURCHASE THE 8mm PROJECTOR, SECONDED BY AGLAIA ROUVALIS, AND SO VOTED.

J. KENT BIRD REPORTED ON THE TERMS AS SET FORTH BY THE OLIVETTI COPY MACHINE SALESMAN, RICHARD GILMORE. THIS WAS PLACED ON FILE FOR THE PRESENT.

AFTER A DISCUSSION OF MATERIALS AND PRICE IT WAS MOVED BY LOIS TRELOAR AND SECONDED BY ELIZABETH POTTER TO BUY A REGULAR MAT FROM CHARLES ROGERS TO PLACE UNDER THE OFFICE CHAIR.

MRS. FISHER VOLUNTEERED TO GO TO THE BICENTENNIAL COMM. MEETING AT THE TOWN OFFICE TO REPRESENT THE LIBRARY. SUGGESTIONS FOR HER TAKE FROM THE TRUSTEES WERE THAT WE COULD HAVE DISPLAYS AT THE LIBRARY AND POSSIBLY OFFER SOME CHILDREN'S PROGRAMS ON PAST HAPPENINGS IN MEREDITH WHICH WOULD BE OF INTEREST TO THEM. ELIZABETH POTTER REPORTED THAT THE FRIENDS WERE TAPEING STORIES OF OLD TIMES IN MEREDITH BY THE SENIOR CITIZENS.

VOTED TO HOLD THE NEXT MEETING DEC. 2, 1974

VOTED TO HOLD THE BUDGET MEETING JAN. 6, 1975 OR IF INCLEMENT WEATHER THE MEETING WILL BE HELD JAN. 13, 1975

CHAR. J. KENT BIRD MADE A MOTION TO CLOSE THE MEETING, CHARLOTTE FISHER SECONDED THE MOTION. ADJOURNED AT 8:15 P.M.

*Lois Treloar*  
LOIS TRELOAR, SEC.

SEPT. 23, 1974

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT 7: 30P.M.

PRESENT WERE: CHAR. J. KENT BIRD ELIZABETH POTTER  
TREAS. ARTHUR ALLEN AGLAIA ROUVAILIS  
SEC. LOIS TRELOAR CHARLOTTE FISHER  
MARION WATSON LIB.

THE SEC'S. REPORT WAS READ AND PLACED ON FILE.

THE TREAS. PASSED OUT THE FINANCIAL STANDING AS TO THE YEAR-  
LY BUDGET.

MRS. WATSON'S REPORT INCLUDED A REPORT ON THE COPY MACHINE, WHICH IS ON LOAN FROM REMINGTON, ALSO THE TERMS WHICH WERE OFFERED FOR THE LEASE OF THIS MACHINE. ALSO J. KENT BIRD REPORTED ABOUT THE LOAN OF THE HIGH SCHOOL'S COPY MACHINE FOR THE SUMMER. AFTER SOME DISCUSSION MRS. WATSON WAS INSTRUCTED TO CONTACT MR. DURGIN, THE REMINGTON REPRESENTATIVE AND EXPLAIN THE WISHES OF THE TRUSTEES IN REGARD TO THE COPY MACHINE. ALSO SHE IS TO INQUIRE AS TO WHAT THE SERVICE AGREEMENT WILL ENTAIL. CHAR. BIRD MOVED TO RENT THE MACHINE EFFECTIVE OCT. 1, 1974. AT \$60.00 A MONTH WHILE NEGOTIATING FOR THE LEASE OF THIS MACHINE. CHARLOTTE FISHER MADE A MOTION AND LOIS TRELOAR SECONDED THE MOTION. SO MOVED.

MRS. WATSON REPORTED THAT THE NEW CARPET HAD BEEN INSTALLED, IT WAS VOTED TO HAVE RUNNERS MADE FROM THE SAME MATERIALS. THE PRICETO HAVE THE RUNNERS BOUND WILL COST \$100.00.

CHAR. BIRD IS TO INQUIRE ABOUT HARD BOARD FOR UNDER NEATH THE DESK CHAIR TO PROTECT THE CARPET AND FACILITATE MOVING THE CHAIR.

A THANK-YOU NOTE WAS READ FROM MARILYN RUSHTON FOR THE FLOWERS SENT TO HER UPON HER GRADUATION FROM U.N.H. AFTER COMPLETING 200 HOURS OF CLASS INSTRUCTION IN PUBLIC LIBRARY TECHNIQUES, FOR WHICH SHE RECEIVED HER CERTIFICATE.

MR. WM. CALL HAS BEEN DOING VOLUNTEER WORK THRU THE R.S.P.V. PROGRAM MUCH TO THE BENEFIT OF THE LIBRARY. MRS. AGNES PICKERING HAS BEEN FILLING IN FOR LYDIA TORR.

PROGRESS OF THE AUDIO-VISUAL PROGRAM AND THE PROJECTOR PROBLEM WAS DISCUSSED. MRS. CHARLOTTE FISHER WILL APPROACH MRS. WELD ROBINSON AND REPORT BACK AS TO WHAT SHE CAN DO ABOUT THAT PROJECTOR .

STATE LIBRARY CARDS CAME UP FOR DISCUSSION. MRS. FISHER MOVED THAT "WE RESOLVE THAT ANY PERSON WHO THE LIBRARIAN FEELS IS QUESTIONABLE ABOUT ISSUING A STATE CARD CAN BRING THE SAME BEFORE THE BOARD" SO MOVED.

THE BI-CENTENNIAL EVENTS COMM. MEETING WAS DISCUSSED. MRS. FISHER STATED SHE WOULD VOLUNTEER HER ASSISTANCE TO THE LIBRARIAN ON THE COMMITTEE.

ARTHUR ALLEN CONCURRED THAT THE LIBRARIAN SHOULD RECIEVE .12¢  
A MILE MILAGE STARTING SEPT. 23, 1974 CHARLOTTE FISHER MOVED  
AND AGLAJA ROUVALIS SECONDED THE MOTION THAT WE PAY SAME.



OVER

THE NEXT MEETING IS TO BE HELD OCT. 21, 1974

THE MEETING WAS ADJOURNED AT 10:10 P.M.

*Lois Treloar, Sec.*

LOIS TRELOAR, SEC.

JUNE 3, 1974

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT 7:30P.M.

PRESENT WERE: CHARM.. J. KENT BIRD	ELIZABETH POTTER
TREAS. ARTHUR ALLEN	AGLAIA ROUVALIS
SEC. LOIS TRELOAR	CHARLOTTE FISHER
LIB. MARION WATSON	

THE SEC. REORT WAS READ AND PLACED ON FILE.

THE TREAS. REPORTED ON THE STANDING OF THE BUDGET.

MRS. WATSON'S REPORT WAS DISCUSSED: THERE IS \$200.00 IN THE PROJECTOR FUND MRS. FISHER VOLUNTEERED TO COMPOSE A LETTER TO BE SENT TO THE LOCAL ORGANIZATIONS REQUESTING DONATIONS TOWARDS THIS FUND. THE PROJECTOR WILL BE ON LOAN FOR THE SE GROUPS TO USE .

THE 8mm PROJECTOR WHICH MRS. WEID ROBINSON DONATED WAS TAKEN TO THE CONCORD CAMERA SHOP FOR REPAIRS, WHICH MRS. ROBINSON WISHES TO PAY FOR. MRS. FISHER WAS KIND ENOUGH TO TAKE CARE OF THIS.

MR. BIRD APPROACHED MR. DON PHILLIPS, THE LIBRARIAN AT THE INTER-LAKES HIGH SCHOOL ABOUT THE USE OF THE COPY MACHINE FOR THE SUMMER. IT IS AGREED THAT THE LIBRARY COULD USE THE COPIER FOR THE SUMMER AND THE ARRANGEMENTS WILL BE FORMALIZED AFTER SCHOOL HAS CLOSED.

MEREDITH FURNITURE--MR. ALLAIRE'S BID\*\*CARPET FOR THE DOWNSTAIRS AND STAIRWAYS NOT INCLUDING THE OFFICE-----\$2100

LUMBERTOWN----MR. GREGOIRE'S BID \$1950---DOWNSTAIRS AND NOT INCLUDING OFFICE, BUT ALSO STAIRWAYS.

THESE BIDS WERE FOR THE SAME RUSHHOUR CARPET.

MRS. FISHER MADE THE MOTION THAT WE ACCEPT THE LUMBERTOWN BID, SECONDED BY ELIZABETH POTTER THE PATTERN WAS ACCEPTED UNANIMOUSLY BY THE BOARD.

IT WAS VOTED TO ASK THE FRIENDS IF THEY WOULD BE ABLE TO PREPARE THE PLANTERS FOR THE FRONT OF THE BUILDING FOR THE SUMMER.

MRS. WATSON WILL ASK WARD BIRD TO WATER THE PLANTS AND LAWN AS REQUIRED.

THE NEW DRAPERIES WERE HUNG TODAY. THE BOARD VOTED TO HAVE THE SHADES REMOVED.

ELIZABETH POTTER MADE A MOTION AND IT WAS SECONDED BY AGLAIA ROUVALIS TO PAY THE DUES OF THE TRUSTEES TO THE N.H. STATE TRUSTEES ASSO. FROM THE GENERAL FUNDS. MOTION PASSED.

THE MEETING WAS ADJOURNED AT 9:00 P.M.

THE NEXT MEETING IS TO BE HELD SEPT. 16, 1974

*Lois Treloar, Sec.*

APRIL 29, 1974

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT 7:30 P.M.

PRESENT WERE: CHAR. J. KENT BIRD  
TREAS. ARTHUR ALLEN  
SEC. LOIS TRELOAR  
LIB. MARION WATSON

ELIZ BETH POTTER  
AGLAIA ROUVALIS

ABSENT-CHARLOTTE FISHER

THE SEC'S REPORT WAS READ AND PLACED ON FILE.  
THE TREAS. REPORTED ON THE BUDGET STANDING AT THIS TIME

MRS. WATSON'S REPORT WAS DISCUSSED: THE SHELVING IS ON ORDER.  
THE NEW HOURS FOR THE LIBRARY ARE WORKING OUT WELL.

MRS. WATSON AND MRS. FISHER ATTENDED A TRUSTEES WORKSHOP  
APRIL 24, 1974

MRS. POTTER REPORTED ON THE BIDS OBTAINED ON THE DRAPERIES AND  
CARPETING. COLORS FOR BOTH WERE DISCUSSED. THERE WAS AN  
UNANIMOUS VOTE TO ORDER THE DRAPERIES.  
THE MEMBERS ALSO VOTED THAT THE CHAP. CHECK OUT THE BID FROM  
LUMBERTOWN ON THE CARPET THEN THE TRUSTEES COULD COMPARE THE  
BIDS AT THE NEXT MEETING

MRS. WATSON ASKED FOR VOLUNTEERS TO WORK AT THE N.H. LIBRARY  
COUNCIL CONVENTION WHICH IS TO BE HELD MAY 21-22, IN LACONIA.

THE MEETING ADJOURNED AT 9:00 P.M.

THE NEXT MEETING IS TO BE HELD JUNE 3, 1974

*Lois Treloar, sec*  
LOIS TRELOAR, SEC.

1/18/74

MEREDITH PUBLIC LIBRARY

BUDGET FOR 1974

Librarian Salary -	\$ 5,400.
Assistant Librarians	5,400.
P.I.C.A.	650.
Group Insurance	865.
Janitor Service	1,300.
Bookkeeping	300.
Book Purchases	4,400.
New Equipment	600.
Supplies - Library	150.
Supplies - Office	300.
Utilities	600.
Fuel	1,000.
Outreach - Audio Visual	300.
Insurance	650.
Building Maintenance	800.
Building Improvements & Major Repairs -	3,500.
	<hr/>
	\$ 25,915.

The Budget for 1974 is estimated at \$ 25,915.

Income from Trust Funds estimated at 2,200.

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The Trustees Respectfully Request \$ 23,715.

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John P. Sherman,  
Chairman



JAN. 17, 1974

THE LIBRARY TRUSTEES OF THE MEREDITH PUBLIC LIBRARY MET AT  
THE LIBRARY AT 7:40 P.M.

PRESENT: CHAIRMAN JOHN SHERMAN                      AGIAIA ROULAVLIS  
                                 J. KENT BIRD                      LOIS TRELOAR  
                                 ARTHUR ALLEN                      MARIAN WATSON, LIB.  
                                 ABSENT ELIZABETH POTTER

TREAS. ARTHUR ALLEN PRESENTED A RUCAP OF THE PAST YEARS INCOME  
AND EXPENDITURES. DISCUSSED AND APPROVED.

SEC. REPORT WAS READ AND ACCEPTED.

MRS. WATSON REPORTED THE TOWERCLOCK WAS NOT KEEPING ACCURATE  
TIME. MRS. WATSON AUTHORIZED TO CONTACT MR. NUTTER TO HAVE  
HIM CHECK THE CLOCK.

THE LIBRARIAN'S REPORT WAS DISCUSSED AND ACCEPTED. THE BUDGET  
SUGGESTIONS FROM THE LIBRARIAN'S REPORT WAS DISCUSSED.

THERE WAS MUCH DISCUSSION ABOUT CHANGING THE LIBRARY HOURS.  
THE BUDGET WAS FORMULATED COPY ATTACHED

JOHN SHERMAN WILL PRESENT THE BUDGET TO THE TOWN MANAGER SO  
IT CAN BE ENTERED IN THE TOWN BUDGET.

JOHN SHERMAN ANNOUNCED THAT HE WILL NOT RUN FOR THE POSITION  
OF LIBRARY TRUSTEE AGAIN.

THE MEETING ADJOURNED AT 11:00 P.M.

THE NEXT MEETING WILL BE MARCH 14, 1974

IT WAS FELT IT WOULD BE HELPFUL IF  
P.S. MRS. WATSON SHOULD BRING SEVERAL SUGGESTIONS OF HOURS  
TO BE OPEN TO BE DISCUSSED AT  
THE MARCH MEETING.

RESPECTFULLY SUBMITTED

*Lois Treloar*  
LOIS TRELOAR, SEC.

NOV.. 20, 1973

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE HOME OF THE  
CHAIRMAN JOHN SHERMAN AT 7:30 P.M.

PRESENT WERE: JOHN SHERMAN            LOIS TRELOAR  
                 J. KENT BIRD            MARION WATSON, LIBRARIAN  
                 ELIZABETH POTTER

ABSENT: ARTHUR ALLEN AND AGLAIA ROUVALIS

THE SECRETARY, S. REPORT WAS READ AND ACCEPTED

The Chairman PRESENTED THE THE REPORT OF THE REVENUE AND  
EXPENDITURES IN THE ABSENCE OF THE TREAS. THE REPORT WAS  
DISCUSSED AND ACCEPTED AS PRESENTED.

MRS. WATSON PRESENTED THE LIBRARIAN'S REPORT. THIS WAS ACCEPTED  
AFTER MUCH DISCUSSION OF THE ACTIVE SUMMER MONTHS.

THE NEW BY-LAWS ,POLICY, AND PERSONNEL PLANS WERE PASSED  
OUT BY THE CHAIRMAN

THE TRUSTEES ASKED THE LIBRARIAN TO PREPARE A LIST FOR  
CONSIDERATION FOR THE BUDGET MEETING

J. KENT BIRD PRESENTED A REPORT OF THE PA INTING OF THE  
INTERIOR OF THE LIBRARY AND IT IS HOPED THAT THE WINDOWS  
CAN BE REPAIRED AS WEATHER PERMITS.

ANOTHER WORK PROJECT IS PLANNED FOR JAN. 8, 1974 AT THE LIBRARY.

THE NEXT MEETING WILL BE HELD AT THE LIBRARY JAN. 17, 1974  
AT 7:30 P.M. BUDGET MEETING

ELIZABETH POTTER REPORTED ON THE ESTIMATES FOR NEW CAR-  
PETING AND SHOWED SAMPLES FROM LUMBERTOWN. THIS IS STILL  
UNDER CONSIDERATION.

THE MEETING ADJOURNED AT 9:00 P.M. MR. SHERMAN SERVED  
REFRESHMENTS.

RESPECTFULLY

LOIS TRELOAR, SEC.

SEPT. 25, 1973

THE M~~E~~EDITH PUBLIC LIBRARY TRUSTEES MET AT THE HOME OF JOHN SHERMAN AT 7:30 p.m.

present were: JOHN SHERMAN, CHAR. ARTHUR ALLEN  
AGLAIA ROUVALIS J. KENT BIRD  
ELIZABETH POTTER LOIS TRELOAR  
ABSENT- MRS. WATSON LIBR.

THE SECRETARY'S REPORT WAS READ AND ACCEPTED

THE TREASURER'S REPORT WAS DISCUSSED. MR. ALLEN ALSO REPORT-  
REPORTED ON THE COST OF THE NEW SHELVING, THE WIRING, AND  
THE STANDING OF THE BUDGET. THE REPORT WAS ACCEPTED AS  
PRESENTED.

MR. SHERMAN REPORTED HIS FINDINGS AS TO THE REPAIR OF THE  
CLOCK'S FACE ON THE OUTSIDE OF THE BUILDING. THE TRUSTEES  
AUTHORIZED HIM TO HAVE THE REPAIRS DONE.

THE LIBRARIAN'S REPORT WAS DISCUSSED. THE FRIENDS OF THE  
LIBRARY ARE ALLOWING \$200.00 FOR A BOOK BIN AND THE TRUSTEES  
VOTED TO MAKE UP THE DIFFERENCE AND FOR MRS. WATSON TO  
ORDER THE SAME. MRS. POTTER WAS INSTRUCTED TO CONVEY THE  
APPRECIATION OF THE TRUSTEES TO THE "FRIENDS" FOR THEIR  
CONTINUING INTEREST AND DONATION.  
THE TRUSTEES WERE IMPRESSED WITH CIRCULATION REPORT AND ALSO  
THE SUMMER READING REPORT.

MR. BIRD REPORTED THAT HE HAD OBTAINED THREE BIDS ON THE  
PAINTING OF THE INTERIOR OF THE LIBRARY. AFTER DISCUSSING  
THE BIDS IT WAS VOTED BY THE BOARD TO GIVE THE WORK TO MR.  
GENE CAROSELLI. HE WILL START AROUND OCT.15. MR. ALLEN  
MADE THE MOTION AND ~~IMRS. TROUVALIS~~ SECONDED THE MOTION, THE ~~M~~  
MOTION CARRIED. MR. KENT IS TO INQUIRE IF MR. CAROSELLI  
WOULD RE~~PLA~~CE THE SASH CORDS, PUTTY THE WINDOWS AS NEEDED  
AND PAINT THEM AND IF SO WHAT THE COST WOULD BE.

MR. SHERMAN NAMED THE FOLLOWING COMMITTEE TO CHOOSE THE  
PAINT COLORS FOR THE INTERIOR OF THE LIBRARY. E. POTTER  
CHAIRMAN, AGLAIA ROUVALIS, 2 FROM THE FRIENDS OF THE LIBRARY  
AND MRS. WATSON.

THE TRUSTEES VOTED TO MEET AT THE LIBRARY AT 7:00 P.M.  
OCT.15th TO HELP CLEAN THE BASEMENT.

THE NEXT MEETING WILL BE HELD NOV. 6th, 1973 AT THE HOME  
OF JOHN SHERMAN

REFRESHMENTS WERE SERVED THRU THE KINDNESS OF MR. AND MRS.  
SHERMAN. AN INFORMAL DISCUSSION WAS HELD AT THIS TIME AS  
TO THE WAYS AND MEANS FOR THE CONTINUING GROWTH OF THE  
LIBRARY

MEETING ADJOURNED AT 10:00 p.m.

*Lois Treloar, Sec.*

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT  
7:00 P.M.

PRESENT WERE: CHAR: JOHN SHERMAN AGATHA ROUVALIS  
ARTHUR ALLEN ELIZABETH POTTER  
LOIS TRELCAR MARION WATSON , LIBR.

THE SECRETARY'S REPORT WAS READ AND ACCEPTED  
THE TREAS. REPORT WAS DISCUSSED AND ACCEPTED AS PRESENTED  
THE LIBRARIAN'S REPORT WAS ACCEPTED

AFTER DISCUSSION OF POLICIES AND BY -LAWS AS PRESENTED BY THE COMM. AGILIA ROUVALIS MADE THE MOTION AND ELIZABETH POTTER SECONDED THE FOLLOWING: ANY CHILD AT THE AGE OF 12 CAN TAKE OUT A LIBRARY CARD WITHOUT PARENTAL CONSENT, (VOTED UNANIMOUSLY BY THE BOARD,) (EACH PERSON WHO KEEPS A BOOK OUT BEYOND THE ALLOTTED TIME OVER 12 YEARS OF AGE WILL BE FINED 05 cents A DAY)

THE BOARD MADE VARIOUS AMENDMENTS TO THE BY-LAWS AND POLICIES. LOIS TRELOAR MADE THE MOTION TO ACCEPT THE BY-LAWS AND POLICIES AS AMENDED, SECONDED BY ARTHUR ALLEN, MOTION CARRIED. THESE WILL BE PRESENTED TO THE BOARD AT THE SEPT. MEETING.

THE BOARD AUTHORIZED JOHN SHERMAN TO CONTACT MR. GEO. HORNE TO TAKE CARE OF ANY WIRING THAT NEEDED ATTENTION, ALSO TO HAVE THE OUTSIDE CLOCK REPAIRED.

INTERIOR REDECORATING WAS DISCUSSED AND IT WAS FELT BY THE BOARD THAT THIS MIGHT CALL FOR LONG RANGE PLANNING, ~~ALSO~~ MRS. WATSON ~~ESTIMATED~~ ~~THAT~~ TO ESTIMATE THE AMOUNT OF SHELIVING NEEDED AND THE BOARD VOTED THAT MR. ALLEN COULD ORDER SAME AND COULD SPEND UP TO \$100.00 FOR SAME.

THE BOARD VOTED TO GIVE MRS. WATSON PERMISSION TO OFFER THE FRIENDS OF THE LIBRARY ANY DISCARD BOOKS FOR THEIR SALE AND THEN SHE COULD SELL THE REMAINDER, THIS IS TO EXPEDITE THE REMOVAL OF SAME.

MRS. POTTER IS TO GET A PRICE ON CARPETING  
MRS. WATSON TO APPROACH MR. WEIN AS TO GLAZING, <sup>Windows</sup> SASH <sup>Repair</sup> CORDS ~~PA~~  
PAINTING AND REPAIRING WINDOWS.

THE NEXT REGULAR MEETING TO BE HELD AT THE LIBRARY SEPT.  
20, 1973  
MEETING ADJOURNED AT 9:15

Less the house value

MARCH 22, 1973

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT  
7:30 P.M. \*\*\*  
THE SECRETARY,S REPORT WAS READ AND APPROVED.

THE TERASURER,S REPORT WAS READ AND DISCUSSED AND APPROVED

ELECTION OF OFFICERS WAS HELD :

ELECTED FOR THE ENSUING YEAR--- CHAIRMAN JOHN SHERMAN  
SEC. LOIS TRELOAR  
TREAS. ARTHUR ALLEN

JOHN SHERMAN REPORTED THAT THE BLUE/CROSS--BLUE/SHIELD WAS  
ALREADY IN EFFECT FOR THE LIBRARIANS.

ELIZABETH POTTER REPORTED THAT MR. CURTIS ILOYD HAD REQUESTED  
A COPY OF THE BUDGET. CHAIRMAN JOHN SHERMAN WILL SEND ONE  
TO HIM.

THE LIBRARIAN,S REPORT WAS DISCUSSED. IT WAS VOTED TO GET  
THE TYPEWRITER,(PORTABLE) CLEANED.ALSO THAT THE OUTSIDE  
CLOCK NEEDS CLEANING AND IT ALSO IS NOT KEEPING ACCURATE  
TIME. MRS. WATSON WILL SPEAK TO MR. NUTTER FOR ADVISE,ETC.

KENT BIRD WILL CONTACT MR. TERRIN ABOUT COMPLETING THE  
DOWN SPOUTS AND GUTTERS, ALSO WOULD THERE BE SOME WAY  
OF TREATING THE GUTTERS TO DISCOURAGE PIGEONS FROM NESTING  
IN SAME.

THE LIBRARIAN, WAS DIRECTED TO CONTINUE TO USE THE TELE-  
PHONE AS HERETOFORE,THE TELEPHONE COMPANY REQUIRES THE  
LIBRARY GO ON THE MESSAGE UNIT SYSTEM OR UNLIMITED  
SERVICE. THIS WILL INCREASE THE COST OF THE TELEPHONE.  
MRS. RUSHTON IS ENROLLED IN THE PUBLIC LIBRARY TECHNIQUES  
COURSE, LIBRARY ADMINISTRATION, IN PLYMOUTH.

ELIZABETH POTTER PRESENTED THE REVISED POLICIES AND BY--LAWS  
AS RECOMMENDED BY HER COMMITTEE. AFTER THESE WERE DISCUSSED  
IT WAS VOTED THAT THE TRUSTEES REVIEW THE CHANGES AND  
VOTE ON THEM AT THE NEXT REGULAR MEETING.

9 vfw JOHN SHERMAN REPORTED THAT THE VETERANS OF THE AMERICAN  
LEGION HAD REQUESTED THAT THE NEW MEMORIAL BE LOCATED ON  
THE LIBRARY LAWN, IT WAS VOTED THAT THE REQUEST BE GRANTED.  
KENT BIRD MOVED THAT THE TRUSTEES SHOULD HAVE SOME LONG  
RANGE PLANS FOR REFURBISHING AND POSSIBLE EXPANSION of the library.  
AFTER DISCUSSION JOHN SHERMAN SECONDED THE MOTION AND IT  
WAS VOTED TO HOLD A SPECIAL MEETING APRIL 19th at 7 p.m  
THE PURPOSE TO ACQUAINT THE TRUSTEES WITH THE LINES, TO  
OBSERVE THE PRESENT BUILDING AND THE NEEDS IMMEDIATELY  
REQUIRING ATTENTION AND INITIATE A BEGINNING FOR LONG  
RANGE PLANS.

THE MEETING WAS CLOSED AT 9:30 P.M.

\*\*\*PRESENT: CHAR. JOHN SHERMAN J. KENT BIRD  
SEC. LOIS TRELOAR ELIZABETH POTTER  
TREAS. ARTHUR ALLEN ABSENT--- ALIAI ROUVALIS  
LIBRARIAN MRS. WATSON

*Lois Treloar Sec.*

1/15/73

MEREDITH PUBLIC LIBRARY

BUDGET FOR 1973

Librarian Salary	\$ 5,000.
Assistant Librarians	4,600.
Janitor Service	1,050.
Bookkeeping	240.
Book Purchases	3,900.
Record Purchases	30.
New Equipment	450.
Supplies - Library	200.
Supplies - Office	250.
Utilities	450.
Fuel	750.
Building Maintenance & Repairs -	1,000.
Group Insurance	800.
Insurance	600.
O.A.S.I.	570.
Outreach Program	200.
Miscellaneous	150.
Masonry Work On Building	3,500.
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	\$ 23,740.

The Budget for 1973 is estimated at  
Income from Trust Funds estimated at

\$ 23,740.  
2,200.

The Trustees Respectfully Request

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\$ 21,540.

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John P. Sherman  
Chairman



THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT  
7:30 P.M. ON JANUARY 11, 1973

PRESENT WERE:

CHAIRMAN JOHN SHERMAN	AGLAIA ROUVALIS
ARTHUR ALLEN	ELIZABETH POTTER
J. KENT BIRD	LOIS TRELOAR
ABSENT LIB. MRS. WATSON	

THE SECRETARY'S REPORT WAS READ AND APPROVED AFTER ONE  
CORRECTION (THE AMOUNT OF \$604. HAD BEEN RETURNED TO THE  
TOWN WHICH REPRESENTS THE AMOUNT OF \$1,674 total returned  
which was remaining of the driveway appropriation.

THE LIBRARIAN'S REPORT WAS REVIEWED. J. KENT BIRD MADE THE  
MOTION THAT THE PROBLEM OF THE PUBLIC USING THE PARKING  
LOT FOR OVERNIGHT PARKING BE LAID ON THE TABLE UNTIL THE  
NEXT MEETING, MR. ALLEN SECONDED THE MOTION THE

THE POLICIES COMM. WILL MEET NEXT WEEK.

THE PERSONNEL PLAN WAS PRESENTED BY THE CHAIRMAN MR.  
SHERMAN. THE PLAN WAS DISCUSSED  
MR. ALLEN MADE THE MOTION THAT SICK LEAVE BE WRITTEN OVER  
TO STATE "80 HOURS SICK LEAVE" ELIZABETH POTTER SECONDED  
THE MOTION. MOTION CARRIED.

~~THE THIRD PARAGRAPH WHICH WOULD BE DELETED IE:~~  
DELETE THE INCOME DISABILITY PROGRAM WHICH WAS TO BECOME  
EFFECTIVE JAN. 1, 1974, MOTION MADE BY MR. ALLEN  
SECONDED BY MR. BIRD. MOTION CARRIED.

A VOTE WAS TAKEN ON THE PERSONNEL PLAN WITH AMENDMENTS.  
J. KENT BIRD VOTED TO ACCEPT THE PLAN WITH THE AMEND-  
MENTS, LOIS TRELOAR SECONDED THE MOTION. ALL VOTED  
IN FAVOR OF THE MOTION.

MR. BIRD MADE A MOTION THAT A LETTER BE WRITTEN BY THE  
CHAIRMAN OF THE BOARD TO THE LIBRARIANS EXPRESSING  
THE BOARD'S APPRECIATION OF THE INTEREST AND SERVICE  
THEY CONTINUE TO GIVE TO THE LIBRARY, ALSO WHAT WAS  
PLANNED FOR THEM THIS YEAR, THE COST AND THE  
HOPEFULLY WHAT WOULD BE DONE NEXT YEAR.

ELIZABETH POTTER SECONDED THE MOTION. MOTION CARRIED.

MR. ALLEN TREASURER PRESENTED A DETAILED REPORT FOR THE  
YEAR 1972, ALSO A BUDGET WORKSHEET FOR 1973. THIS WAS  
MOST HELPFUL. AFTER WORKING OUT A BUDGET FOR 1973, MR.  
BIRD VOTED TO ASK THE TOWN OF MEREDITH FOR \$21,540 FOR  
THE MEREDITH PUBLIC LIBRARY FOR 1973. AGLAIA ROUVALIS  
SECONDED THE MOTION, MOTION CARRIED.  
MR. SHERMAN WILL PRESENT THE BUDGET COMMITTEE OF THE TOWN  
OF MEREDITH WITH A LINE ITEM BUDGET.

11:00 P.M. JOHN SHERMAN MADE THE MOTION TO ADJOURN, SE-  
CONDED BY ARTHUR ALLEN, MOTION CARRIED

THE NEXT MEETING TO BE HELD MARCH 22, 1973 at 7:30 P.M.

NOV. 30, 1972

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE MEREDITH  
LIBRARY AT 7:30 P.M.

PRESENT WERE: CHAIRMAN JOHN SHERMAN AGLAIA ROUVALIS  
ARTUR ALLEN LOIS TRELOAR  
ELIZABETH POTTER  
LIBRARIAN MARION WATSON ABSENT J. KENT BIRD

THE SECRETARY'S REPORT WAS READ AND ACCEPTED  
ARTHUR ALLEN PRESENTED A FINANCIAL STATEMENT WHICH WAS DIS-  
CUSSED AND ACCEPTED. THE AMOUNT OF \$1674.00 ~~from~~ REMAINING  
FROM THE APPROPRIATION FOR THE DRIVEWAY AT THE LIBRARY HAS  
BEEN RETURNED TO THE TOWN.

THE MOTION WAS MADE BY JOHN SHERMAN AND SECONDED BY AGLAIA ROUVALIS AND AFTER DISCUSSION VOTED BY THE BOARD THAT\*-

THE \$500.00 LEGACY LEFT TO THE MEREDITH LIBRARY BY DR. THOMAS BRIGGS BE PUT IN A SAVINGS ACCOUNT AT THE MEREDITH BANK. TO BE MARKED BRIGGS GIFT (THE BANK-BOOK). WHEN THE MONEY IS SPENT THE ACCOUNT WILL BE CLOSED OUT, INCLUDING INTEREST WHICH MAY HAVE ACCUMULATED.

THE LIBRARIAN'S REPORT WAS DISCUSSED:

THE HORNE BROTHERS INSTALLED A NEW ENTRANCE AND PLACED A METER FOR ELECTRICITY OUTSIDE.

MARTIN BERNARD HAS DISMANTLED THE LOW WATER CUT-OUT, CLEANED IT AND TESTED IT ON THE FURNACE AS REQUIRED BY THE BOILER INSPECTOR.

MR. GODBCUT ,THE MASON HAS COMPLETED THE REPAIRS TO THE OUTSIDE BRICK SURFACES AND IS WAITING FOR THE ROOFERS TO COMPLETE THEIR WORK BEFORE PUTTING ON THE SILICONE FINISH.

THE FRIENDS OF THE LIBRARY WILL UNDERTAKE TO HAVE THE OUTSIDE SIGN REPAINTED, ALSO TO HAVE THE NEW HOURS ADDED ALSO. MR. SHERMAN REQUESTED AND THE BOARD VOTED THAT THE LIBRARIAN WOULD MAKE SPECIFIC MENTION OF THE EXCELLENT WORK AND COOPERATION GIVEN TO THE LIBRARIAN AND THE MEREDITH LIBRARY BY THE FRIENDS OF THE LIBRARY, IN HER ANNUAL REPORT TO THE TOWN.

MRS. POTTER REPORTED THAT THE POLICIES COMMITTEE HAS MORE WORK TO DO BEFORE PRESENTING THEM TO THE BOARD. CHAIRMAN SHERMAN REQUESTED THAT THE TRUSTEES HAVE A COPY TO STUDY. ARTHUR ALLEN VOLUNTEERED TO MAKE THE COPIES. (When ready)

CHAIRMAN J. SHERMAN REPORTED ON THE PROGRESS OF THE PERSONNEL POLICIES COMM. A MEETING ~~FOR~~ THIS COMM. WILL BE HELD DEC. 6, 1972 AT 10 A.M. AT THE COUNTRY TOWN HOUSE.

BUDGET MEETING WAS VOTED TO BE HELD JANUARY 11, 1973  
AT 7: P.M.

THE MEETING ADJOURNED AT 9:00 P.M.

Sais Treloar, Secy



# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

LIBRARIAN'S REPORT November 9, 1972

CIRCULATION: Books, Sept. Adult, 1559; Juv; 709; Oct., adult, 1328; juv., 968. Records, " 26; Oct., 24. REGISTRATIONS, total, 1478.

MEETINGS: New England Library Association Oct. 4-6 @ Wentworth-by-the-Sea; Policy (with Beth Potter & Aglaia, Trustees) Oct. 11; Personnel (with John Sherman & Lois Treloar, Trustees) Oct. 12; Central District Advisory Council Book meeting, Sept. 28; North Country Libraries Film Previews @ New Hampton, Sept. 13; Central District Advisory Council (regular meeting) @ New Hampton, Oct. 26; Marilyn Rushton to Publishers Book Exhibit at Plymouth Oct. 10; Lydia Torr is taking the PLT Reference course @ Plymouth; Beth Potter, Trustee, Marion Watson, Librarian & Marilyn Rushton, Ass't-Librarian will attend the New Hampshire Library Trustees' Assoc. at Concord Nov. 9.

ACTIVITIES: Poetry Exhibit during Poetry Week; Hallowe'en Story Hour effectively presented by Marilyn Rushton to 110 children, "Treat" provided by Friends of the Library.

The quill and India ink sketches on display are the creations of Mrs. Theodore Giebutowski.

Bookmobile here November 2.

Dana Wein is the new janitor. He began his duties Oct. 12.

MAINTENANCE: Horne Brothers installed a new entrance and placed meter for electricity outside; Martin Bernard has dismantled the low water cut-out, cleaned it and tested it on the furnace as required by the boiler inspector; Mr. Godbout, the mason has completed the repairs to the outside brick surfaces and is waiting for the roofers to complete their work before putting on the silicone finish. (The cans are in our basement.)

The Friends of the Library will undertake the re-painting of our "hours" sign. They are furnishing the materials for National Library Week, November 12-18. Mrs. Rushton is working with children and parents to prepare a play for the 18th. This was most successful last year.

I would like to have a meeting with one or two Trustees before the January Budget Meeting to discuss needed improvements in book shelving, etc. It is possible we could shorten time at that meeting.

Marion R Watson  
Librarian

MEREDITH PUBLIC LIBRARY  
FINANCIAL STATEMENT  
November 29, 1972

INCOME	1972 BUDGET	1972 ACTIVITY
Trust Fund	\$ 2,000	\$ 1,746
Other	<u>500</u> \$ 2,500	<u>1,191</u> \$ 2,937
Town Appropriation	<u>16,850</u>	<u>12,637</u>
Total Revenue	<u>\$19,350</u>	<u>\$15,574</u>
EXPENDITURES		
Librarian Salary	\$ 4,775	\$ 4,206
Assistant Librarians	4,300	3,957
Janitor Service	750	773
Bookkeeping	280	207
Book Purchases	4,400	3,621
Record Purchases	30	14
New Equipment	415	67
Supplies - Library	500	178
Supplies - Office		244
Utilities	475	321
Fuel	750	468
Building Maintenance and Repairs	1,050	1,997
Insurance	550	601
OASI	525	468
Outreach Program	200	219
Miscellaneous	350	145
OASI & Fed. W/H Tax In Escrow	<u>          </u>	<u>(341)</u>
TOTAL EXPENDITURES	<u>\$19,350</u>	\$16,945
Returned to Town of Meredith		<u>674</u>
TOTAL DISBURSEMENTS TO DATE		<u>\$17,620</u>

Cash balance 11/28/72      \$ 4,461.35

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

LIBRARIAN'S REPORT September 7, 1972

BOOK CIRCULATION: July, adult 2273; juvenile 1560; August, adult 2387; juvenile 1976, total 8196. Total for same period 1971, 7209 showing an increase of 987. RECORDS: 75. REGISTRATIONS: (to date) 964 adult; 406 juvenile, total 1370.

MEETINGS: Sheldon Kaye, State Library District Consultant and Beth Potter, Trustee met with me to discuss purchasing Audio-Visual materials with the \$500 bequest of Dr. Briggs. No conclusions were reached. We plan to meet again for further considerations in the near future. I canceled my registration for the Northern Institute Outreach Program. Mrs. Rushton had been out ill and did not return to work until the Saturday I was supposed to leave. I had not been able to do my "home-work" and also did not feel easy at leaving the library at that time.

We began our new hours of opening to meet with the Statewide Library Development rules on June 19. (See Librarian's Report, 1/6/72). The summer visitors used the library during these times extensively. It remains to be seen whether or not our winter patrons will do the same. Time is needed for them to become used to changes.

The Community Garden Club furnished the flowers for the planters at the front entrance. Phillipe Citron of Citron's Books, Records, etc., gave us a paperback carousel. As suggested by the Board at our last meeting the Woman's Progress Club donated their 2 drawer file to the library. It is in the basement along with two of their scrapbooks. Mrs. Doris Cotton has allowed us to display her art.

We rearranged the furniture in the front room to accomodate the copier to be loaned from the High School Library; but since we were unsuccessful in finding a truck and men to help move it, we did not have it this summer. We receive many requests for use of a copier. The library should own one.

To date we have not received a report on the Friends of the Library Lawn Sale. They have been most generous in supplying materials for library programs. We are hoping they will be willing to underwrite the expense of having the hours sign on the lawn painted.

Lights in the northeast juvenile room, front entrance hall and outside front entrance would not function one evening. I called Mr. Everett Horne. He came immediately and found bare wires in the circuit breaker box which he repaired.

Mrs. Rushton was in full charge of the Vacation Reading Club Program and as attested to by the large enrollment, did a magnificent job.

Please re-read the requested additions to our Library Policy; also the materials enclosed. We need to bring it up-to-date.

Marion R. Watson  
Librarian

SEPT. 14,, 1972

THE MEREDITH PUBLIC LIBRARY TRUSTEES MET AT THE LIBRARY AT 7:30 P.M.

PRESENT:

CHAIRMAN JOHN SHERMAN  
J. KENT BIRD  
A RTHUR ALLEN

ELIZABETH POTTER  
LOIS TRELOAR  
MARION WATSON, LIBRARIAN

ABSENT AGLORIA ROUVALIS

THE SECRETARY'S REPORT WAS READ AND ACCEPTED AS READ.

THE TREASURER'S REPORT WAS PRESENTED A DETAILED REPORT WHICH WAS DISCUSSED AND ACCEPTED.

KENT BIRD REPORTED FOR THE BUILDING COMMITTEE. MR. CONWAY OF TERRIEN, *Redding* AND MR. GAUBOUT WILL BE AT THE LIBRARY AROUND 9/25 to 10/1 to start the repairs as outlined by the trustees.

EMPLOYEES BENEFITS COMMITTEE WILL MEET WITH THE EMPLOYEES AT THE LIBRARY OCTOBER 12, 1972 at 1:30 P.M.

AFTER A DISCUSSION WITH THE LIBRARIAN CONCERNING THE FOLLOWING:

STATEMENT ON LABELING ( AT PRESENT THE LIBRARY IS USING THE DECIMAL(DEWEY) SYSTEM)

MEREDITH PUBLIC LIBRARY POLICIES AND BY-LAWS

A COMMITTEE WAS APPOINTED ELIZABETH POTTER AND A GLOIA ROUVALIS AND MRS. WATSON TO REVIEW THE STATEMENT ON LABELING AS IT CONCERNS MEREDITH PUBLIC LIBRARY AND REVISE THE POLICIES AND BY-LAWS AS NECESSARY AND THE COMMITTEE WILL BRING THE SUGGESTED CHANGES TO THE TRUSTEES.

THE LIBRARIAN'S REPORT WAS DISCUSSED AND ACCEPTED.

MR. SHERMAN HAS ASKED MR. HORNE, AN ELECTRICIAN TO CHECK THE WIRING AT THE LIBRARY AND HE WILL FORMULATE A PLAN TO REPAIR AND PUT IN NEW WIRING AS NEEDED. A NEW EN-  
TRANCE(100amps) AND A NEW LEAD IN IS ONE OF THE FIRST REQUIREMENTS.

THE WOMAN'S PROGRESS CLUB DONATED THEIR 2 DRAWER FILE TO THE LIBRARY, ALSO 2 SCRAPBOOKS.

MRS. WATSON STATED THAT THE OUTSIDE SIGN NEEDED PAINTING, ALSO THE NEW LIBRARY HOURS SHOULD BE PLACED ON THE SIGN. AS THE FRIENDS OF THE LIBRARY DONATED THE SIGN MRS. POTTER WILL REQUEST THE FRIENDS TO HAVE THE SIGN RELETTERED AND PAINTED.

MRS. HELFF'S LETTER WAS READ BY CH. JOHN SHERMAN. AFTER A SERIOUS DISCUSSION ARTHUR ALLEN MOVED THAT THE SECRETARY WRITE MRS. HELFF AND RESTATE THE LIBRARY POLICY, CONCERNING STATE BORROWER'S CARDS. LOIS TRELOAR SECONDED THE MOTION THE VOTE WAS UNANIMOUSLY CARRIED.

THE MEETING ADJOURNED AT 9:30 P.M. NEXT MEETING THURS. NOV. 9, 1972

## Legacy For Meredith Library

Meredith — Dr. Thomas H. Briggs has left a legacy of \$500.00 to the Meredith Public Library to be spent at the discretion of the librarian.

Each summer in the past the librarians looked forward to Dr. Briggs' visits. He was always cheerful, enlivening the day with his latest jokes. He was appreciative of the materials available in the library and felt that many people, especially summer residents were not aware of all the services offered.

To bring this to their attention, he underwrote the

expense of the brochure which was mailed to every Post Office Boxholder in town. This led to many new registrations for library cards as well as informing previous library users of other materials and services for their convenience in addition to books.

Dr. Briggs' gift will be used for Audio-Visual materials. He would be please to know this, as he knew the value to education of the newest advances in learning through sight and sound.



July 11, 1972

The Meredith Public Library Trustees met at 7:30 P.M. at the Home of the Chairman John Sherman.

Present: Chairman John Sherman  
J. Kent Bird  
Arthur Allen

Lois Treloar  
Agloria Rouvalis  
Elizabeth Potter

The secretary and treasurer's report were read and discussed.

A communication was read by the chairman from Mrs. Helff and was laid on the table until the September meeting.

Mr. Allen requested that a notice of the meetings be sent to Mrs. Cooper at 27 Water St. so that she could have a statement ready for the meeting. Voted to send her a notice.

It was voted that the appointed Building Committee have full authority to proceed to get the repairs to the building completed. Mr. Allen ~~voted that~~ moved that the Committee limit the repairs to \$3500 Mr. Sherman seconded the motion after discussion the motion was carried.

After some discussion led by J. Kent Bird, who has been reviewing The Town Personnel policies it was decided to appoint a committee to work out a Policy Plan for the Library employees. Mr. John Sherman, Chairman, Lois Treloar and Elizabeth Potter to serve on this Committee.

Refreshments were served by the Host.

The Trustees wish to Thank Mr. And Mrs. Sherman for their graciousness in having them for this meeting. It was so cool and restful and stimulating as for accomplishing the goal which we set out to do.

Lois Treloar, sec

Lois Treloar, Sec.

Aug. 14, 1972 -

Chairman John Sherman called Trustees by telephone - Explaining repairs would total nearer \$5000 than \$3500 and that the Building Committee wished to have permission to spend the money to do the much needed repairs. Members called & voted the Committee permission.

L. Treloar, Sec.

May 24, 1972

Mr. Lawrence Wyatt  
Chairman of the Baptist  
Church Building Committee  
Circle Drive  
Meredith, N. H. # 03253

Dear Larry:

In accordance with the meeting of the Meredith Library Trustees last evening, I wish to convey to you that the Board approved all four points you brought before us relative to the proposed addition to the Baptist Church here in town. There are some conditions the Board desired to impose which are as follows:

1. It is required that the lot line pin now placed on the easterly end of the stone retaining wall be replaced once the wall is taken down with a stone in the ground preferably along the line of a 4" X 4" granite marker with a drill hole and put in the ground with the top flush with the surface thereof.
2. Loaming and seeding of the area to the rear of our parking lot as well as the northerly side where the stone retaining wall now is be completed no later than June 1, 1973, and that during the interim period these two areas be rough graded to minimize any hazard to children, etc., who may be crossing the area.
3. That the use of the driveway for the demolition of the building be allowed until up to June 20, 1972, as after that date with our Summer folks here we get very busy.
4. That any and all damages to our property as a result of your project be repaired at church expense at the earliest possible moment.

Perhaps I should put in writing the four items we did approve -

1. Demolishing of the retaining wall and excavation of the banking to blend with the same grade now on the main part of the church.
2. Replacement of the property pin currently on the easterly side of the wall.

Mr. Lawrence Wyatt

- 2 -

May 24, 1972

3. Filling in rear of our driveway on a grade not to exceed the grade of our parking area.
4. Use of our driveway by equipment for the demolition of your frame building.

We thank you so much for asking our premission in your project and wish the church every success in their ambitious undertaking as it certainly appears that this will improve the areas

Very truly yours,

JPS/ee

John P. Sherman  
Chairman  
Meredith Library Trustee

CC: Mrs. Lois Treloar  
Terrace Ave.  
Meredith, NH

COPY



May 25, 1972

The Meredith Public Library Trustees met at the outside of the Library with a representative of the Baptist Church Building Committee, Mr. Larry Wyatt.

Mr. Wyatt presented the plans of the Building Committee as to the removal of the Church school Building. The Committee requested the Library Trustees the use of the driveway for the equipment that would demolish the frame building, that they would be demolishing the retaining wall and excavating the banking to blend with the same grade now on the main part of the church. Also The lot line marker would be replaced.

The Trustees then went into the Library and discussed the requests of Mr. Wyatt. The enclosed letter written by the Chairman Mr. John Sherman conveys the thinking of the

Trustees and which was voted by the same.

Mrs. Watson asked the Trustees to consider the communication from the Study of Functions of The State Library. Each Trustee will have a copy and will report their findings to Mrs. Watson before June 10th.

Mr. Bird reported that he had been in contact with a contractor but it was felt that the committee needed more time to get more bids. It was voted to meet June 27th to discuss the results of the committee's efforts to have the gutters, brick work, roof and other repair work done.

Present at this meeting:

Chairman, John Sherman  
J. Kent Bird  
Arthur Allen

Lois Treloar  
Aglaia Rouvalis  
Elizabeth Potter

Librarian Marion Watson



Lois Treloar, Sec.

Mar. 29, 1972

Library Trustees  
Meredith, N. H.

As I am no longer a  
legal resident of Meredith,  
I am resigning as a  
trustee as of this date.

June Corrigan

The Meredith Public Library Trustees met at The Library on May 9, 1972, at 7:30 P.M.

Present were Chairman John Sherman, Arthur Allen, Kent Bird, Elizabeth Potter, Lois Treloar, Mrs. Watson Librarian, also Agloria Rouvalis.

Mrs. Rouvalis was appointed to fill out the term of Mrs. June Corrigan who passed in her resignation as she was no longer a Town of Meredith resident. The Town Manager made the appointment which will terminate March 1973. Mrs. Corrigan's letter of resignation was placed on file.

The secretary's report of the March meeting was read, after the corrections were made it was accepted.

The Treasurer's financial statement was discussed at length and was accepted.

A) Mrs. Watson is to have a financial statement monthly.

Mr. Allen, Mrs. Potter and Mrs. Rouvalis reported on the meeting at New Hampton Library, held for The Indoctri- nation of New Library Trustees.

Mr. Allen reported that he had contacted the State Librarian as to Library employees benefits, policies etc. Also the information that he had recieved as to the benefits of The Meredith Town Employees and the Book of Town Policies was passed around and discussed.

- A) A member of the Board is to meet with Mrs Watson and Mrs. Rushton and discuss employee benefits and salary for the next year
- B) Committee to report in writing the reasons and results of discussion in writing at the September meeting.

Mr. Sherman, Mr Allen and Mr Bird were appointed to get bids for the repair of the gutters, roof and brick work. and to report at a special meeting on June 27. Also to get someone to fix the windows

It was discussed and voted to continue to pay Mr. Baron on an hourly basis. Mr. Sherman will procure a Meredith dump sticker for him as he will be taking care of the rubbish from now on.

Mrs. Watson will ask Mr. Baron not to hire anyone under 18 years of age to mow the lawn.

The Statement on Labeling will be voted on next meeting.

The Women's Progress Club asked to store their file of materials at the Library but as this is against Library Policy is was voted down. Mrs. Watson will inform the club of the decision of the Board.

Mrs. Watson announced the date of the Libraby's Out-Reach Program as May 18, 1972. Trustees were asked to be hosts to guests. Mr. Sherman will be Master of Ceremonies. The program is to be held at 7:30 at Meredith School, elementary, school

over

Mrs. Watson was asked to leave as the Board wanted to discuss employees salary and benefits and other pertinent business for the benefit of the new Trustees.

Meeting adjourned at 10:45 P.M.

Respectfully submitted

*Lois Treloar*  
Lois Treloar, Sec.

## MEREDITH PUBLIC LIBRARY

1972 BUDGET

Librarian salary	\$ 4,775
Assistant Librarians	4,300
Janitor Service	750
Bookkeeping	280
Book purchases	3,900
Record purchases	30
New equipment	415
Supplies	500
Utilities	475
Fuel	750
Building maintenance and repairs	1,050
Insurance	550
OASI	525
Outreach Program	200
Miscellaneous	<u>350</u>
Total budgeted expenditures	\$18,850
less Trust Fund Income	<u>2,000</u>
Appropriation Request for 1972	<u><u>\$16,850</u></u>



DONALD H. WEEKS, PRESIDENT  
EDITH B. HORNE, VICE PRESIDENT  
JOHN P. SHERMAN, TREASURER

GUY U. HORNE AGENCY, INC.  
INSURANCE

85 MAIN STREET

MEREDITH, N. H. 03253

February 2, 1972

TEL. 279-4451  
279-7907

Trustees of Meredith Public Library  
Meredith  
New Hampshire

Dear Board Members:

Our office which writes the liability, fire and casualty insurance has reviewed the current coverage for the library. The enclosed form indicates the current coverage which you may desire to keep in your file as a matter of record. Please note on the enclosed form the last time coverage from a dollar point of view was increased as this is the specific area we are reviewing as far as our recommendations are concerned. Although it is true the coverage should be broaden, it is felt that what with construction costs having increased 25% in the last three years; 41% in the last six years, that more stress perhaps should now be paid to values rather than to broadness of coverage due to the fact your Board undoubtedly has a tight budget as seems to be the case with all governmental organizations presently and that any dollar spent should be applied to increase coverage rather than broader coverage.

As you will note the building coverage has remained unchanged at \$60,000. since 1964. It was our feeling at that time in 1964 that \$60,000. was an adequate figure and within the requirements of the 80% co-insurance clause. In updating the various appraisals we have obtained plus checking into current cost of library construction on a square foot valuation, we feel the coverage on the building should be increased to an absolute minimum of \$80,000. or a \$20,000. increase. The annual additional premium to effect this increase is \$60.

We would like to go into more detail as to how we arrived at this figure. The current construction cost for a new library based on current bid prices is approximately \$33. per square foot. This would anticipate one story construction with a basement of a non-ornate nature. The library has approximately 2500 square feet of working area and multiplying this out we come up with a figure of \$82,500. We have approached estimating the value of the library by appraising the present building which is the usual accepted manner however your particular building is of a very ornate, obsolete nature and the estimates vary considerably and in fact whereas they range from \$60,000. to \$120,000. actually are of no value other than the fact \$80,000. would be in the middle range of these estimates rather than an absolute minimum range.

Trustees of  
Meredith Public Library

- 2 -

February 2, 1972

As far as contents is concerned, we obtained from the librarian an inventory of all books, records, periodicals, etc., and from this determined a current value on the various materials available to the public of \$60,200. To this figure we have arbitrarily valued the furniture, fixtures and equipment at approximately \$10,000. giving us a value of \$70,000. With this as a basis it would appear that in order to comply with the 80% co-insurance clause contents should be increased to \$55,000. The annual additional premium for this increase is \$77.

The figures on the various reading material were arrived at by using an average actual cash value factor which was developed by the Massachusetts Division of Library Extension in Boston, Massachusetts. One thing we would like to point out is that especially in the contents area the figures we have indicated above do not contemplate replacement costs but indicate actual cash value which is replacement cost less depreciation. The difference is quite substantial especially in the contents area and it should be remembered in case of loss it could be quite difficult to replace the contents on anything other than a new basis.

We would like to thank the librarian for supplying us with the inventory she developed. We trust the above recommendations meet with your approval and we will be glad to supply any further information that you, the Board, may desire.

Welcoming this opportunity to have been of service to you, we remain

Very truly yours,

GUY U. HORNE AGENCY INC.

  
John P. Sherman

JPS/ee



TRUSTEES OF MEREDITH PUBLIC LIBRARY

Current Fire and Casualty Coverage

February 2, 1972

<u>Covering</u>	<u>Amount</u>	<u>Co-Insurance</u>	<u>Perils</u>
Building	\$60,000. (1)	80%	Fire, Extended Coverage and V. & M. M.
Contents	\$40,000. (2)	80%	Fire, Extended Coverage and V. & M. M.
Boiler	\$25,000.		Broad Form coverage
Liability	\$100,000/ 300,000. 10,000.		Bodily Injury Property Damage

(1) Amount unchanged since 1964.

(2) Amount - \$ 30,000.	1964 - 1969
\$ 40,000.	1969 - 1972

Present annual premium \$473.



OUTREACH: CubScouts & Den Mother, Mrs. John Sherman here January 26 to learn the proper care of books, taught by Marilyn Rushton; Story Hours, January 22 & February 22; Doll House Project, March 8, 22, 29; brochure mailed to Meredith customers of the N. H. Electric Coop; Book Talk given by the librarian for the Woman's Progress Club, January 18; a consumer program, "Food Additives" presented at the library by Mrs. Merle Kincaid, Extension Home Economist for Belknap County, February 28.

Miss Eileen Keim, Services to the Handicapped Division of the N. H. State Library is working with me on the May Program, "Services to the Handicapped". Our new Central District Library Consultant, Mr. Sheldon Kaye will join us at our next meeting. I have also met with Theodore Swain, Commander of the DAV in Laconia and a Mr. Salatiello from the Public Welfare Department, who works out of the Laconia office and has Meredith as his responsibility. The meeting will be May 4 or 18. We are waiting to hear from a keynote speaker.

We continue to be troubled by leaks over the windows. They were very bad during the rainstorm yesterday.

Normand Baron, janitor has asked if he could be put on salary. His work is satisfactory and he is very accomodating about moving books, etc. Mrs. Rushton would also like to be on salary. She seldom works less than 35 hours per week and could easily make up time if necessary.

I am in favor of them being on salary and expect it would make the bookkeeping easier.

Warren R. Watson  
Librarian

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

## LIBRARIAN'S REPORT March 23, 1972

Book circulation, January, adult, 1428; juvenile, 640; February, adult, 1541; juvenile, 606; total, 4215. Records, 120. Totals same period last year, books, 3529; records, 89. These substantial increases show that our attempts at publicity and Outreach are becoming effective. Registration totals, adult, 878; juvenile 356.

Meetings attended: District Advisory Council meeting & Coop Book meeting both here January 27; Friends of the Library meeting at Mrs. Helen Fowler's home, March 7; staff planning meeting for the Outreach Leadership Network Northern Institute, evening of March 9 & all day March 10; Coop Book meeting at Laconia, March 16.

### Audio

The budget meeting of the proposed ~~Audio~~-Visual Cooperative met here January 20 with 8 libraries represented, Sandwich, Moultonboro, Center Harbor, Meredith, Laconia, Gilford, Franklin & New Hampton. Every one is very enthused about the idea. 28 projects from libraries in the state were submitted and the committee who was to make the choices was so overwhelmed with the response that they postponed the decision for 1 month until April.

Mrs. R. Gilman Lunt loaned a display of her needlework for two weeks. The 5th grade Art Class put up a display for February in the northeast children's room with a Valentine motif. We have been trying to borrow a button display but have just been told we'll have to wait until sometime in April. Anyone have any ideas to fill in until then?

Marilyn Rushton is enrolled in the Public Library Techniques class "The Library as an Information Center" at the Plymouth State Library (College), Mrs. Cynthia Postal Hamilton of the New Hampshire State Library, teacher.

The Bookmobile was here February 3.

John Sherman installed two fire extinguishers, one in the back entry & one in the cellar near the furnace.

We have a communication from the Hartford Steam Boiler Inspection and Insurance Company stating that the low water fuel supply cut-out should be dismantled at regular intervals (once annually).

We have a gift of \$10.00 for books from Mr. & Mrs. J. J. Treloar.

The Friends of the Library have provided refreshments for the Presidents' Birthday Party Story Hour in February and the consumer meeting. They have purchased an artificial Christmas tree ~~for~~ <sup>for</sup> us; a handbook, contest materials & prizes & posters for National Library Week, April 16-22. They will purchase a paperback book rack for us; have entered a 6 months subscription to the Large Type Reader's Digest. They will serve as Hostesses and provide refreshments for our Outreach Program "Service to the Handicapped" in May. Also they will assist in letter writing for this project.

June 15<sup>th</sup>  
Mr. Kuyler  
? 500 from Mr.  
Briggs estate

Edith Misters  
Missed Commission  
Cohen from at five  
m. to study from 2<sup>nd</sup> ed.  
L.I. State Library  
We will give  
permission to  
use 1 - delivery  
of equipment  
that will be  
used for  
demolition  
of Baptist S.S.  
Building  
until 6/20

7:30 Mr. Larry Wyatt  
1. Remove wall  
Voted by H. Bud C. B. H.  
2. Pin would be  
replaced to view  
marker

3. Put fill onto <sup>Truman</sup> below  
Library log/loam  
& seed it - maintain  
same grade as before.  
- Crane permission  
to use 1. beam  
divisions of for this  
be responsible for  
damage  
3<sup>rd</sup> permission? <sup>Smith</sup> ~~Smith~~  
for demolition until  
June 20<sup>th</sup>

March 28, 1972

A meeting of The Board of Trustees was called to order at 7:40 P.M.. June Corrigan, Arthur Allen, John Sherman, Kent Bird, Elizabeth Potter, and Marion Watson were present. New officers were elected:

John Sherman --- President	New elected Trustees:
Arthur Allen -- Treasurer	Kent Bird
Lois Treloar -- Secretary	Elizabeth Potter
	were introduced

June Corrigan read the minutes of the previous meeting. The Treasurer's report was read and the new Budget discussed. See enclosed sheet of breakdown.

- A. Janitor's Salary
- B. Building Maintenance

New Business

June Corrigan brought up the fact that the Librarian's being Municipal employees, were legally entitled to the full benefits of any Municipal employee.

Those benefits include:

- Blue-Cross, Blue Shield
- Pension Plan
- Worker's Compensation
- Sick Leave etc.

Arthur Allen will get information ready for the next meeting regarding,

- A) what exactly the benefits are?
- B) What defines a "Librarian."
- C) Would it be advantageous to have the Library included in the Town Group?

Arthur Allen suggested 2 budgets

- A. Operating budget
- B. Capital Reserve budget
  - 1) Special reserve fund- emergency For major
  - 2) Improvement fund Physical changes

The Librarian's report was discussed:

1. Building and Maintenance-Windows and gutters will be accounted for in the near future.
  - A) Tex Corrigan will give the estimate on resealing the whole building.
2. Salaries for Norman Baron and Marilyn Rushton were discussed and a decision will be made after Arthur Allen's report on Town employees group. Should N. Baron be
3. Rubbish removal not being done as promised.) (under contract?) A letter is to be written to Brad Quimby for permission for Norman to have a Town Sticker.
4. The enclosed yellow sheet was placed to the Library Policy.

over please

John Sherman gave a report on the Insurance Policy suggesting the current coverage was not ~~enough~~ adequate.

- 1) The members unanimously felt obligated to raise the coverage and it was duly proposed and seconded to raise the coverage. The vote was accepted and it would be covered in the miscellaneous category.

The meeting was adjourned at 9:40 P.M.

Respectly submitted,

Elizabeth Potter  
acting for Lois +reloar, Sec.



# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

## LIBRARIAN'S REPORT January 6, 1972

Circulation: November, adult, 1286, juvenile, 777; December, adult 1169, juvenile, 430. Total circulation for the year, 17,259 adult; 9,366 juvenile. Registrations to date, 778 adult; 340 juvenile.

Meetings attended: "Kids Wanted!" a program on school and public library cooperation; planning meeting for the Northern Institute. Held a meeting here to explore possibilities of forming an Audio-Visual Cooperative. 9 libraries were represented and all but one are planning to belong. The January Book Cooperative and the District Advisory Council are to meet here January 27. The Friends of the Library will assist with refreshments.

Under the direction of Marilyn Rushton and with assistance of Nancy Sherman, Ann Allen and Lydia Torr a library play was presented for Children's National Book Week, November 14-20. Some of our talented young readers were the stars. Many parents attended and "a good time was had by all."

The Friends of the Library held their sale here and were most successful. The regular book borrowers were attracted to the sale and those who came especially for the sale enjoyed touring the library. We find that story hours and other activities held here increase the number of people registering and borrowing books. The regular story hour was held December 18. The next one is January 22.

The special class at the elementary school decorated the beautiful tree given to us by Mr. & Mrs. Nichopoulos. Weeks Country Store supplied tonic and Mrs. Doris Aiken furnished cookies.

I purchased a 4 drawer file at Charles Rogers for 94.00. The stair carpet is laid for the quoted price of \$85.00.

Mr. Ruchamkin of Belknap College presented the library several books, including an art book on Currier & Ives.

We have an anonymous donation of \$100.00.

As mentioned at the last meeting, I would like to see the "No Labeling" statement added to our policy. The Resolution on Nonremoval of Challenged Library Materials gives the Trustees and librarian time to investigate the reasons behind the challenge and make a considered decision. These two plus the Statewide Library Card Rules and the sick leave policy could all be added at the same time.

LIBRARIAN'S REPORT JANUARY 6, 1972 cont.

We must meet the State-wide Library Development Qualifications by July 1, 1972, or appeal. To do this we have to be open another evening and be open not less than two hours at a time.

Mrs. Rushton and I have discussed this and we feel there is a better chance of the library being used on Tuesday nights. Also we would like to re-open Monday, Tuesday and Wednesdays at 6:30 P.M. instead of at 7. We feel that we can arrange our hours so there will be no extra salary needed. We would like to introduce the new hours in June.

BUDGET

Check & repair gutters; leak over window on west side; seal brick at rear of building; paint library hours sign; putty & repair windows, especially on front; repair seams of front steps; paint rear entrance; new juvenile shelves; investigate wiring in back stacks; \$200.00 for "Outreach" programs. Librarian's salary increased \$350.00 per year; Assistant's, \$275.00. If the minimum wage has not increased from \$1.60 per hour, \$300.00 for extra help. Janitor has not requested a raise. Records, 25.00. Books, \$200.00. RSA 202 - A III Law states fine money should be used for books. Deposited in 1971, \$171.65. Do we want to electrify the tower clock? Price quoted in 1970 was \$325.00

January 11, 1972

The Meredith Trustees of The Meredith Public Library met at the Library.

The meeting was called to order by Chairman Mr. Robert Lawton at 7:30 P.M.

Robert Lawton, John Sherman, Arthur Allen, June Corrigan, Lois Treloar and Marion Watson were present.

The secretary's report was read and accepted.

The treasurer's report was discussed and accepted.

John Sherman reported that the new sign ~~was~~ had been erected. The cost was \$135.00.

It was voted to return to the Town of Meredith the sum of \$665.81 which remains from the ~~driveway~~ fund.

Mrs. Corrigan moved and Mr. Lawton seconded that starting in June the Library be opened Monday, Tuesday and Wednesday evenings 6:30 to 8:30. This is to comply with the State-wide Library Development Program.

Mrs. Watson announced that Jan. 27, The N.H. State Librarian will speak on "Library Budget's" (Mr. Allen) at the Central District Council meeting.

The 1972 Budget for the Library was discussed and the Budget is on the facing page as finalized.

The meeting was adjourned at 10:30 P.M.

Mr. Lawton and Dr. Marjorie Woodman stated they would not be running for re-election.

*Lois Treloar, Sec.*



Nov. 9, 1971

The Meredith Public Library Trustees met at Library.  
The meeting was called to order at 7: 30 by the Chairman  
Mr. Lawton.

The secretary's report was read and accepted.

The treasurer's report was discussed and accepted.

Mrs. Watson asked to make arrangements with Mr. Fournier to  
pick up the rubbish from the Library.

It was decided to get a firm committment on the sign and then  
return the balance of the driveway fund to the Town.

The Librarian gave her report.

Voted to have the Librarian have a copy of the Library Policies  
and amendments typed up and ready for the Trustees at the  
Jan. meeting, a copy for each Trustee.

Mrs Corrigan moved that we reappoint Mrs. Watson as del.  
District advisory Council, Mr. Allen seconded Voted.

A discussion of the out reach program and a coordination of  
several or groups of Libraries for an Audio- Visual  
program. More information later. Mrs. Watson given permission to  
proceeds. Mrs. Watson asked to have some figures ready to carry out  
cost

the program for the budget meeting.

Mrs. Watson announced that the Central District Counsel  
meeting will be in Jan.

Also that Mr. Lawton had loaned some Indian Artifacts  
to the Library.

Meeting adjourned at 9:00 P.M.

Budget meeting to be held Jan. 11, 1972

*Louis McLean, Sec.*

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

LIBRARIAN'S REPORT September 9, 1971

Circulation: July & August, Adult, 4563; Juvenile, 2646; Records, 97. Registrations to date, 702 Adult; 269 Juvenile.

I met with the District Director Mrs. Farmlett and her associates at the Social Welfare Office in Laconia. All were very enthusiastic about our outreach program and will cooperate by passing out information on our services to Meredith residents they serve.

Also, we have mailed 50 letters, using a list provided by the Meredith Health Association. Our duplicator was used for these.

The N. H. State Library is offering the Public Library Techniques courses again. Mrs. Rushton is enrolled for the Fall course, Principles of Book Selection for adults and young adults, one of the required courses for a certificate. She has already completed four courses and needs four more to qualify. The only cost will be for transportation to and from Plymouth.

The Outreach Leadership Program directed by Barbara Conroy is planning a program for the N. E. Library Association Annual Conference, Friday October 8. A planning meeting for this is at Durham, Sept. 30th.

Mrs. Otto Helff of Black Brook Road, Meredith has presented a petition signed by residents of that road, that they be issued a Statewide Library Card so that they may use the Laconia Library without paying the non-resident fee. None of them have ever used the Meredith Library, until recently. I explained several times the rules of the State Library Commission, that they must be in "good standing" and that to establish this, they must use the local library for 6 months.

Mrs. Cotton, Laconia Librarian, is aware of the circumstances and is against issuing them special privileges. She was a member of the Central District Committee who worked on the formulation of rules for the card.

I contacted our Trustee Chairman before further communication with Mrs. Helff and he agreed with me, that we should consider this at a full meeting of the Trustees. From all I know about the concept of the Statewide Card, it should not be issued ignoring the rules.

Keytown has repaired the bulkhead and stairs. Mr. Thompson has been contacted twice about repairing the rail at the front walk but has not appeared as yet.

We need a guard for the lower half of the back door screen. There is an electric outlet in the stacks which is dangerous.

Dr. Thomas Briggs, recently deceased, has left a bequest of \$500.00 to the Library to be spent at the discretion of the Librarian.

A Vacation Reading Club report is enclosed.

Marion Watson  
Librarian

September 14, 1971

The Meredith Public Library Trustees met at the Library. The meeting was called to order at 7:30 by the Chairman Mr. Robert Lawton.

The secretary's report was read and accepted. The Treasurer<sup>8</sup> reported and the budget monies and budget standing for the year was discussed.

Maintenance problems of the Building was discussed

ie: lawn curbing, window glazing, gutters, mortar repair stairs and bulkhead. The committee is still working to get this accomplished.

The furnace has been repaired and also the vacuum cleaner.

It was decided to formulate some explicit working policies for the ~~cleaning and maintenance~~ maintenance and cleaning

employees at the spring meeting. Mrs. Watson asked that the Trustees consider a letter from a Mrs Helff about a State Borrowers Library Card and that the Secretary write

Mrs. Helff <sup>letter</sup> stating the decision of the trustees.

The Trustees voted that Mrs. Watson's decision to allow 3 months <sup>per year</sup> for 2 years of the use of a Meredith Public Library to equal the necessary 6 months use and <sup>in</sup> good standing be equivalent *To 6 mos. as required in the by-laws*

Mrs. Watson was instructed to hire someone to repair the electric outlet in the Stacks and the light upstairs. Also need a guard for the back screen door.

Meeting adjourned at 9:00 P.M.

Next meeting November 9, 1971

Budget to be discussed

*Luis Pelvar, Sec.*

**MEREDITH PUBLIC LIBRARY**  
**MEREDITH, NEW HAMPSHIRE**

LIBRARIAN'S REPORT, May 5, 1971

Circulation: March, adult 1383; juvenile 809; April, adult, 1276; juvenile 679.

Meetings attended: District Advisory Council @ Henniker; Book Coop @ Laconia; N. H. Library Council Program Committee, Concord. Mr. Parent, District Library Consultant & I attended "Career Day" @ Interlakes High School to provide information on the library as a career. At the National Library Week Forum Held in Laconia April 29th, I represented Public Libraries on the Panel. The purpose of the forum was to provide an opportunity for Social Workers, Civic Leaders et al to suggest book titles for the purchase of works in the Social Sciences. Laconia has received a grant of \$4000 for this purpose and the books will be available to residents of this area through their local library. There is to be a film previewing session at Laconia May 13th and I have been invited to attend. The films will be added to the North Country Libraries Cooperative.

The Story Hour March 27th was well attended and received as usual. Mrs. Rushton is adept at this and presents a very interesting program.

National Library Week, April 18-24 was promoted by Meredith Library as follows: a coloring contest for grades 1 through six with 3 prizes in two divisions, 1 through 3 and 4 through 6. Dr. Marjorie Woodman, The Reverend William Cooper and Mrs. Eugenia Euler were judges. Prizes were given out at the Story Hour on the 24th. The Friends of the Library provided prizes, materials and refreshments. Book displays were set up in the windows of Mr. Jesse Allen's barber-shop and the new Village Fabrics, Mrs. Wilda Luneau, proprietor. The Friends of the Library dusted and polished the library interior the 19th and held a successful Card Party the 22nd. All the posters in the coloring contest have been mailed on to National Headquarters for judging for a prize of World Book Encyclopedia.

Mr. Normand Baron assumed the duties of janitor April 1st. He has been doing very well and seems to be interested in his work. He washed and waxed the floors out front and they look fine.

We discovered that the vacuum hose needs replacing, also the ~~brush~~ brush for the floor. The hose is \$9.50 and the brush \$2.50.

Mr. Keith Nutter replaced the cord in the clock. He has not submitted a bill as yet.

During the summer while the furnace is off, we must have it drained and a rusty plug replaced.

The temperature device that turns on the flashing light operated early one morning. The police notified Mr. Lawton & Mr. Sherman. After talking with Mr. Lawton, I came down and found that the temperature on the thermostat registered 60 degrees and the device was set for 50. Evidently there was a ten degree difference between the height of the wall and the floor. Not looking for any below freezing temperatures until next fall, I have shut the light off. If possible, we would like the new shelves for the juvenile room before summer.

Marion R. Watson



## Library Trustees Present Outline Of Library Operation

**MEREDITH** — The Meredith Public Library Trustees have submitted an in depth discussion and factual information on the operation of the Library. They feel that such information should be publicized due to the amount of discussion about the Library especially  
(Continued on Page 9)

### LIBRARY TRUSTEES (Continued from Page 1)

around Town Meeting time.

The information, as presented by the Trustees is as follows:

#### In and About the Meredith Public Library

Due to a considerable amount of discussion about the Meredith Pub-

lic Library, especially around Town Meeting time, it was felt by the Trustees that the following in depth discussion and facts about the Meredith Public Library should be published.

First of all, following is a self-explanatory chart indicating vital statistics on the library for the years 1964 - 1970:

	Book Purchases	No. of Books	Total Circulation	Adult Circulation
1964	\$3,000.00	1,149	28,797	11,883
1965	3,000.00	931	30,363	11,440
1966	3,000.00	735	32,536	12,382
1967	3,000.00	962	32,099	12,624
1968	3,200.00	1,122	30,757	13,265
1969	3,500.00	1,324	38,177	14,599
1970	3,700.00	1,087	35,149	16,926
1971	3,700.00			
Increase	\$ 700.00		6,352	5,043
% Increase	23.3%		22.5%	42.4%

By noting the above it is evident that the amount of money appropriated for purchasing books, although having increased, has not necessarily enabled us to purchase many more books now than we have in the past and it is felt by the trustees, due to the accelerating purchase price for books, that it is doubtful this year that

we will be able to purchase any more than a thousand, as opposed to the figure of fifteen hundred which was printed in the February 11, 1971, edition of the Meredith News in a Letter to the Editor. Where the figure of fifteen hundred books came from we're unable to ascertain.

At Town Meeting this year there

was a motion to reduce our budget exactly by the amount it increased, \$1,300.00, and that this amount could come out of the book appropriation. It is true that with our salary costs amounting to over 60% of our budget, plus the other fixed costs for the building, that books are in fact the one area where costs could be cut and, in fact we had appropriated enough money to purchase 1,500 books, this proposed reduction in the book appropriation of \$1,300. could have been justified.

The comparison figures given at the Town Meeting were for the years 1968 and 1970 and involved dollars appropriated for books, and circulation, both of which increased over that two year period. Since the meeting two questions have been asked: Why did the circulation drop from 1969 to 1970, and why did the registered borrowers drop? The circulation dropped due to a sizeable decrease in the circulation of juvenile books. We service fewer children as now they don't generally visit the library as an entire class, but come as individual borrowers. As far as the registered borrowers are concerned, we commenced a re-registration last July 1 in order to clean out inactive library card holders. Referring back to the decrease in circulation of juvenile books, it should be noted that the cost of their books is considerably less than adult books and that over the last seven years only 27% of the new books purchased were children's.

For the benefit of those not at Town Meeting, the increase in the budget of \$1,300.00 is the result mainly of four items. First the salaries of the librarian's were increased a little less than 5% which resulted in an increase of \$400.00; the janitor's salary increased

\$120.00; taxes increased \$100.00; and lastly, we have included an extra appropriation of \$500.00 to repair the exterior of the library which is leaking, thereby damaging the ceiling and walls. We hope the repair can be done for this figure. The balance of the increase of \$180.00 is due to increased costs for fuel, utilities, etc.

By reviewing the information available at the New Hampshire State Library, our library here in Meredith stacks up very favorably against other libraries for a town our size. Rarely is there an "average" library, ours in particular is a typical library due to the sizeable circulation we have with our Summer visitors. The amount dollar-wise spent as related to circulation per capita is a little below the State average. Relating our library to State average growth in books, we are considerably below average, but this may be due to the fact the faster growing towns to the south of us throw the State figures off. The book inventory in the State for the years 1967 - 1969 grew 29% while ours grew approximately 11%. This is based on the fact that although we add a little over 1,000 books per year to the library, we weed a little over 300 a year due to the fact their usefulness has run its course.

We are blessed with a very active Friends of the Library group, as well as many patrons who are continually giving us money and/or books to add to our collection. Without their help, if we relied solely on what the town appropriates for books, we would undoubtedly be unable to have the fine selection that is maintained by the librarian.

In January of this year we sent back to the town \$1,000.00 out of our driveway fund appropriation and once the job is fully completed, trust some additional balance will

## THE NEWS, Meredith, N. H.

April 1, 1971

be left over to return to the town. This savings was brought about due to the help we obtained from Town Manager, Earle D. Hardy, as well as the fact we operated as our own general contractor. The driveway and parking lot have been in use since last Summer and has been a wonderful addition to the library plant and is especially appreciated by the older patrons as they can now avoid the rather hazardous front walk and stairs.

We have many services available other than the book inventory and hope that everyone will take advantage of them. Mrs. Marion Watson, Librarian, and Mrs.

Marilyn Rushton, Assistant Librarian, are always happy to assist anyone in any way possible. For instance, it is noted during the year 1969, out of fifty towns with libraries in the 2,000 - 10,000 population area, Meredith was ninth in borrowing from the State Library through the bookmobile. In closing, we hope that anyone having any questions regarding the library will feel free to contact either the library staff or trustees and every attempt will be made to obtain the answer is possible. Most important, we hope everyone realizes the library is at your disposal and for your use.



May 11, 1971

The Meredith Public Library Trustees met at 7:30 P.M. at the Library. present were Mr. Sherman, Mr. Allen, Dr. Woodman, Mrs. Corrigan, Mrs. Watson, Mrs. Treloar, absent Mr. Lawton

The secretary's report was read and accepted.

The treasurer had no report at this time but will mail same to the trustees.

The treasurer reported that the librarian's will be paid every 2 weeks. Also that the Town covers them for workman's Compensation.

Mrs. Watson gave her report:

Mr. Baron started April 1st as Mr. Sargent requested that his services be cancelled on March 31st.

Mr. Nutter has repaired the clock

The hose and brush on the vacum cleaner need replacing

The furnace must be checked and there are several minor repairs needed at this time.

Mrs. June Corrigan made the motion and it was seconded that the vacum cleaner and furnace be taken care of,

A lengthy discussion followed concerning the repair of the Gutters, stairway, pointing up of the back of the building, and book shelves.

Mr. Sherman made a motion that a committee be formed:

Mr. Arthur Allen, Mr. Robert Lawton And Mr. John Sherman  
Their purpose to receive Bids from 2 general contractors  
(not to exceed \$960 which was budgetted for same).

The bids are to cover the following in the priority as listed:

Repair of the gutters (Corner back ell, west and North side first as these are in poor condition)

Pointing and/or repair of the back of the building

Shelves for books (omit if money budgetted for improvements and maintenance has been spent)

Stairways

Dr. Woodman seconded the motion the vote was unanimous

Mr. Sherman discussed finishing of the driveway and landscaping, he also will have a new sign erected.

Mention was made that the rail in the sidewalk and one or more posts on the hand rail leading up the steps needed repair. Mr. Sherman volunteered to speak to Mr. Hardy and have the town repair same.

Mrs. Watson reported on the Council meeting that she attended in Concord.

The Meeting adjourned at 9 P.M.

The next meeting will be Sept. 14, 1971

*Lois Treloar, Sec.*

## LIBRARIAN'S REPORT, March 18, 1971

Circulation: January, adult 1150, juvenile, 477, records, 39; February, adult, 1301, juvenile, 601, records, 50.

Meetings attended: New Hampshire Library Council Program Committee; Central District Advisory Council; New Hampshire Library Association Nominating Committee.

January 12, Richard Parent, District Consultant, cooperated with the librarian in presenting a film program for the Woman's Progress Club.

A program on the services offered by the library was presented by the librarian to the Women's Fellowship of the Congregational Church on February 1. There was, also, a display of books on religion owned by the library.

38 children and some parents braved the snowy weather January 23rd for the Story Hour. February 27th 35 children were entertained with tales of American History. Mrs. Rushton conducts these programs with Alan and they are very popular with the children and parents.

The Program Committee for National Library Week has invited the librarian to be a participant on the panel of a forum, "Reaching the Unreached". The program will be presented the evening of April 29th at the Martha Prescott Auditorium in Laconia.

The New Hampshire State Library is getting ready, the Legislature willing, to begin a crash program of filming all back issues of New Hampshire's weekly papers and is soliciting our cooperation.

They want to know if we would be willing to consider purchasing a microfilm copy of the Meredith News. A show of interest is not a commitment. They will obtain for us the estimated cost before we make any decision.

Mr. & Mrs. Phillips of the Meredith News are very interested in this enterprise, and it is possible they might purchase the microfilms and a reader.

Since we lack the proper storage space, we have very few back issues. The local newspaper is a continuing history of the town, and should be available at the library. I urge the Trustees to indicate an interest in this project.

The cord supporting the weight of the downstairs clock has broken. Who would know how to repair it?

March 23, 1971

The Board of Library trustees met at the Library. Present Messers Lawton, Sherman and Allen, Mrs. Corrigan, Mrs. Watson and Dr. Woodman

The secretary's and treasurer's report were read and accepted.

Mrs. Watson reported that she had met with Mr. Baron concerning the janitor's position. She said the pay would be \$2.50 an hour for outside work and \$ 2.00 an hour for inside work.

a motion was made by Mrs. Corrigan that Mr. and Mrs. Baron be hired to do the janitor's work at \$ 2.50 an hour for outside work and \$ 2.00 an hour for inside work starting April 15, 1971 and that Mr. Sargent be sent a letter by the secretary that his services would not be needed after April 15, 1971. This was seconded by Mr. Sherman and passed unanimously.

The following slate of officers were nominated and elected.

Chairman Mr. Lawton  
Secretary Mrs. Lois Treloar  
Treasurer Mr. Arthur Allen

The Librarian's report was presented-

The N.H. State Library is getting ready to begin a crash program of filming all back issues of N.H. weekly papers. They want to know if we would be willing to consider purchasing a microfilm copy of The Meredith News - Mrs. Watson had discussed this with Mr. And Mrs. Phillips and they were very interested in this enterprise and it is possible that they might purchase the microfilm and a reader.

Mrs. Watson said that she would contact Mr. Keith Nutter about fixing the clock.

Mr. Sherman reported that the information which he and Mrs. Lawton had given at the Town Meeting concerning the Library had been criticized - Mr. Sherman read a letter which he had written explaining the figures which had been given and other information concerning the Library. It was voted that the above letter be printed in the next issue of the Meredith News

The meeting was adjourned at 10 P.M.

Mr. Allen made a suggestion that the Friends of The Library clean the Library.

Marjorie Woodman, M.D.  
Sec. Pro tem

January 12, 1971.

The Board of Trustees met on Jan. 12 with all members present.

The secretary's report was read and approved.

The treasurer's report showed a balance on Dec 31, 1970,

Checking account \$4,908.87

Special Account \$1,969.66

There was a discussion of what to do with the remaining balance of the driveway account. Mr Sherman made a motion seconded by Mrs. Treloar that the secretary write to the selectmen enclosing a check for \$1000.00 rebate from the driveway fund, with the possibility of more being returned after the sign and finished work is completed.

It was discussed that an article be put in the Meredith News when the driveway has been completely finished.

Mrs Watson discussed problems with the Janitor and the possible solution of this. Mrs. Treloar will inquire into getting a cleaning woman. and Mrs. Corrigan will ask Mr. Baron about doing the outside work.

Mrs. Watson will contact Wallace Oil Co. to repair the leaks around the joints on the oil tank.

The budget was discussed for 1971 and Mrs. Watson would like to see us involved in the Outreach Program for the elderly and shut in.

The following budget was adopted for 1971.

Librarians Salary -----	\$4,500.00
Ass. Librarians Salary -----	4,100.00
Janitor service -----	900.00
Bookkeeping -----	280.00
Book purchases -----	3700.00
Records -----	30.00
New equipment -----	300.00
Supplies -----	350.00
Utilities -----	400.00
Fuel -----	650.00
<u>Insurance</u> -----	<u>470.00</u>
Improvements and maintenance -----	1,000.00
OASI -----	500.00
Out reach Program -----	200.00
<u>MISCELLANEOUS</u> -----	<u>350.00</u>
Total Expenditures -----	\$17,735.00
Less Trust Fund -----	1,935.00
Appropriation request -----	\$ 15, 800.00

This represents an increase of \$1,300.00 over last year.

\$200.00 of the money budgeted for new equipment is to be reserved for a duplicator machine with the hopes that the Friends of the Library will donate the rest.

Salaries will be retroactive to Jan. 1, 1971.

The next meeting will be on March 23.

Respectfully submitted,

*Eugenia C. Eivler Sec.*

A letter with a check for \$1000.00 has been sent to Mr. Hardy the Town manager.

NOVEMBER 17, 1970

The Board of Trustee's<sup>met</sup> on November 17 with all members present Secretary's report read and approved.

Mr. Sherman has ordered a driveway sign and he has inspected the library with Mr. Ken Taylor who has advised us on necessary repair work. Mr. Taylor will do some temporary repair work this fall and we will have a figure for the next meeting to include in the budget, money for the necessary repair work to be done next year.

Tresures' report read and approved.

The Checking account showed a balance of \$ 2,204.33

The special savings \$2,268.31

Dr. Woodman read off the amount of money budgeted and spent up to the date with the balance as of now.

There was a discussion of the repair of the clocks. Dr. Woodman made a motion seconded by Mrs. Treloar to have the Patten Clock Service Waltham, Mass inspect and oil the tower clocks.

Mrs. Watson will have the cost of a duplicating machine for the next year under new equipment.

Mrs. Watson discussed the cost of carpeting throughout the front area and it was decided that the cost was too high at this time.

It has been decided to hold meetings on the 2nd Tuesday of the month.

The next meeting will be Jan 12.

Respectfully submitted

*Eugenia C. Butler*  
Secretary.



SEPT. 29, 1970

On Sept 29 The board of Trustee's met with all members present.  
The secretary's report read and approved.

The tresures report read a balance of

Checking \$ 1,272.83  
Special Acct. \$ 2,268.61  
Savings Acct. Closed out

Mrs. Cooper discussed the budget and money spent so far this year.

John Sherman discussed the finish work on the driveway and hwl  
will take care of getting a sign for the driveway and some one to  
do the finished work.

Mr. Sherman made a motion seconded by Mrs. Corrigan that the  
treasurer find out from the book keeper how much to pay Mrs. Olsen  
retor-active to Feb. 1969 for the next Board meeting.

Mrs. Watson discussed her report and her concern with  
the gutters and leaks and cracks in the ceiling. Mr. Sherman was  
appointed house officer to view with Mrs. Watson the various defects  
to be repaired sot that the cost of the whole extenior including  
gutters and various other repairs be inculded in next years budget.

Dr. Woodman made a motion seconded by Mr. Sherman that Mrs.  
Watson contact Win-Doorto<sup>T</sup> install 9 storm windows completing all  
the windows in the building.

Mrs. Corigan and made a motion seconded by Mr. Sherman that  
the library patrons parking lot be kept for the use of library patrons  
only except for special occasions when the library is not open.

This is neccessary due to the small size of the lot.

The next meeting of the Board will be Nov ~~18~~ 17.

Respectfully submitted

*Eugenia C. Eviler*  
Secretary

May 12, 1970.

On May 12 the Board of Trustees met with all members present.

The secretary's report was read and approved.

The treasurers report showed a balance of

Checking \$881.58  
Savings \$1,105.14  
Special Acct. \$2,563.33

It may be necessary to draw money out of the savings account for bills. It was noted that as yet no money has been deposited from the Trust fund as is usual in the early spring.

There was a discussion as to what to do with the balance of the driveway funds. A suggestion was made that an article be written in the paper about the driveway with a commendation to Mr. Hardy, and the amount not used returned to the town. We will discuss this further at the Sept. meeting.

The budget in 1969 was discussed with Dr. Woodman reading the comparison of money budgeted and spent ~~sefar~~-in "69".

Money budgeted \$14,775.00  
Trust fund \$1,700.00  
Money spent \$17,807.23  
Money spent over budget \$1,332.23

It was decided that a separate item added to the yearly budget should be the employees share of Social Security.

Mrs. Watson will find out if a standardized catagorie is used in other libraries for budgets and Dr. Woodman will check on the Trust funds and transferring of money from the savings to the checking account.

Mr. Lawton read Mrs. McHugh's resignation effective May 22, 1970.

A motion made by Mrs. Euler and seconded by Mr. Sherman to pay Mrs. McHugh one weeks severance pay.

Mrs. Watson requested that Mrs. Rushton be made Ass. Librarian

A motion was made by Mr. Sherman and seconded by Mrs. Corrigan that Mrs. Rushton be appointed Ass. Librarian with a salary increase to \$1.95 per hour for approximately a 35 hour week beginning May 22.

We will donate our discarded books to the Hill Library.

Painting of the trim was discussed, a motion was made by Mrs. Euler seconded by Mrs. Treloar to have Mrs. Watson arrange for painting of all exterior trim, the cost not to exceed \$400.00

The next meeting will be Sept. 15 Dr. Woodman will ask Mrs. Cooper to attend the meeting and discuss the budget with us.

Respectfully submitted,

*Eugenia C. Euler Sec.*

MARCH 17, 1970

On March 17 the Board of Trustees met with all members present. Mrs. June Corrigan and Mrs. Lois Treloar were welcomed as new members.

The secretary's report was read and approved.

The Treasures' report showed a balance of.

Checking ... \$47.80

Savings ... \$1,105.14

Special Checking ... \$3986.88

Mrs. Watson went over various points of her report and discussed the State Wide Borrowers Card. A motion was made by Mrs. Corrigan seconded by Mrs. Builer to be added to the policies and by laws of the library that a State Wide Borrowers Card may be issued to Meredith Public Library Card Holders who have been in good standing for six months.

The budget was discussed and a motion was made by Mr. Sherman and seconded by Mrs. Treloar, that the treasurer instruct the book keeper to set up catagories such as our budget is set up and for her to prepare for the next meeting a comparison sheet for the calender year "69" of the amount budgeted and the amount spent for each catagories.

Salaries were discussed and it was decided that the Librarian (Mrs. Watson) receive \$4100 per year,

Mrs. McHugh receive \$2,132 per year,

Mrs. Rushton receive \$1.80 an hour.

Salarie increases to be paid retro active to Jan 1, 1970.

There was a discussion as whether salaries should be paid from April to April<sup>in 1971</sup> instead of Jan. but no decision was reached.

Paintings of the outside trim to be discussed at the next meeting.

MARSH 17, 1970 con't

Officers' elected for the following year are:

Mr. Lawton . . . . Chairman

Mrs. Euler . . . . Secretary

Dr. Woodman . . . . Treasures

The next Meeting will be on May 12,1970....

*Respectfully Submitted*  
*Eugenia Euler Sec*

JAN. 13, 1970

Board of Trustees met on Jan. 13 with all members present.

Secretary's report read and approved.

Treasurer's report showed a balance at the end of the year 1969 in the savings account \$ 1, 091.50 in the checking account \$ 2,553.99 and in the special checking account for the driveway \$3,950.00

The entrance way to the driveway was dicussed and several things were suggested to be included such as indoor-outdoor carpeting at the front and rear entrances, new lock on door, weather stripping- screen door and inside door removed.

The budget was discussed and items which the librarian would like to see included in the new budget included 7 storm windows, which would complete all the windows in the library and the painting of all outside trim on the building.

The following budget was adopted for 1970:

Janitor.....	\$780.00
Book keeping.....	\$280.00
Books.....	\$3700.00
Records.....	\$30.00
New Equipment.....	\$200.00
Office supplies.....	\$400.00
Utlities.....	\$400.00
Fuel.....	\$600.00
Insurance.....	\$460.00
Improvements&mantanence.....	\$500.00
Miscellaneous.....	\$750.00
Librarian's Salarie.....	\$4100.00
Assistance's Salarie.....	\$41.00
Total Expenditures.....	\$16,200.00

This represents an increase of \$1,425.00 over last year with the trust fund income of \$1700.00 we will ask the town for an appropreation of \$14,500.00 and increase of \$1,300.00 over last year.

Respectfully submitted,

*Eugenia Euler Sec.*



Nov. 25, 1969

The Board of Trustees met on Nov. 25th with all members present.

The secretary's report was read and approved.

The Treasurer Mr. Hayden has resigned verbally due to change of residence. A motion was made by Mrs. Weeks seconded by Mrs. Euler that Dr. Woodman be appointed acting treasurer until the next election.

\$1000 will be withdrawn from the savings account and placed in the checking account to pay Mr. Wilson, architect, for his services.

As Mrs. Watson has been ill she spoke from notes rather than offering a formal report.

The driveway was discussed. Progress is being made on it and hopefully everything will be accomplished but the finished coat this fall.

It was discussed whether the money appropriated for the driveway should be kept by the selectman or turned over to the trustees to spend. It was decided to let Mr. Sherman obtain a check from them to be deposited in the bank in a special checking account.

Mrs. Watson requests an additional \$30 to add to \$150.00 for a new regular typewriter as the portable is unsuitable for office typing.

A motion was made by Mr. Sherman to amend the previous allowance of \$150 to \$200 for a new typewriter.

Mrs. Wolff representing the garden club requested that a trophy received by them at the Bicentennial be given to the library to display.

We replied that we would take the trophy and display it but it must be at our own discretion.

Next meeting January 13, 1970.

Respectfully submitted

*Anna C. Euler*

Sept 23, 1969.

The Board Of Trustees met on Sept 23 with all members present.

The secreterys report was read and approved.

The treasures report showed a balance of \$ 489.00 in the checking account and \$ 2000.00 in the savings account.

Mrs. Watson discussed the librarians report and made several requests.

Mr. Hayden made a motion seconded by Dr. Woodman that Mrs. Watson contact Key Town Builders to repair the gutters and windows, to make rough tables that will hold magazines and periodicals in the attic., to make a railing for the front steps, and leg extentions for the shrub covers. <sup>Bulletin Board</sup>

Mr. Hayden made a motion seconded by Mrs. Euler that Mrs. Watson purchase a typewriter of her choice costing no more than \$150.00 and using the Royal typewriter as a trade-in.

Mr. Sherman made a motion seconded by Dr. Woodman that Mr. Lawton contact Win-Dor to install 4 storm windows in the front and 3 windows facing south downstairs a total of 7 windows.

Mr. Sherman has looked into the finding of the deed without much success. He will contact Judge Ramsey for advice as to whether or not to get deed for the library.

The next meeting will be on Nov. 18, 1969.

Respectfully Submitted,

*Eugenia Euler*  
*Secretary*

*Meeting postponed until Nov 25*

May 27, 1969.

On May 27, the Board of Trustees met with Mr. Lawton, Mr. Sherman, Mr. Hayden, Dr. Woodman and Mrs. Euiler present.

The secretarys <sup>Report</sup>~~letter~~ was read and approved.

The treasurers report showed a balance of \$1,037.27 in the checking account and \$2000.00 in the savings account. The report was approved.

Mrs. McHugh read the librarians report in place of Mrs. Watson who is on vacation.

Mr. Lawton will check on the repair of the bulletin boards and the procuring of shelves or tables for the attic to hold newspapers and magazine.

Mr. Sherman reported on the progress being made on the new driveway Mr. Hardy the town manager will engineer the project.

The washing and waxing of the floors was discussed and a motion made by Dr. Woodman and seconded by Mr. Hayden that Mr. Sherman contact Mr. Philps to do the floors four times a year if he (Mr. Philps) feels it is necessary.

Different problems with wiring and the furnace were discussed and Mr. Sherman made a motion that was seconded by Mr. Hayden and passed that Area heating and plumbing be approached to remove the automatic control device on the furnace and in it's place install a more simplified warning light for the furnace value and remove any superfluous wiring.

The recording of the Library deed was discussed and it was decided to go into this further at the September meeting.

The next meeting of the board will be Sept 9.

Respectfully submitted,

*Eugenia C. Euiler*  
secretary.

January 14, 1969

On January 14, 1969 the Board met with all members present.

The Secretary's report was read and approved.

The treasurer's report showed a balance of \$2000 in the savings account and \$3220.40 in the checking account.

No answer has been received from Mrs. Eldridge in regard to the books that she has. Mr. Lawton is going to follow up the matter. The length of time elapsed and the lack of records as to what she has make legal action impossible.

The storm windows have been installed. Mr. Lawton is to contact them because the promised discount was not allowed on the bill.

The following budget was adopted for the coming year:

Librarian's Salary	\$ 3500.00
Ass't " "	3650.00
Janitor Service	600.00
Bookkeeping	275.00
Books	3500.00
Records	100.00
New Equipment	200.00
Supplies	350.00
Utilities	400.00
Fuel	550.00
Improve. & Maint.	500.00
Insurance	400.00
Misc.	750.00
	<u>\$14775.00</u>

The final plans of the architect were <sup>revised</sup> ~~reviewed~~. The total cost would be \$125,000. Up to 40% would be covered by federal funds. A driveway and parking lot would cost ~~\$8000~~ <sup>\$8000</sup>. Without the addition this just was not practical; therefore the Board decided that nothing could be presented at Town Meeting this year.

The next meeting will be March 18, 1969.

Respectively submitted,

*Barbara Woodward, Secretary*

A few days after the regular meeting, another examination of the situation encouraged the Board to put a warrant in Town Meeting. A sum of \$6500 is being asked for a driveway, parking lot and renovation of the existing back entrance.

*B. J. W.*

March 18, 1969.

On March 18, 1969 the Board of Trustees met with all members present. Mr Lawton welcomed Dr. Marjorie Woodman a new member.

The secretaries report was read and approved.

The treasures report was read and showed a balance of \$2094.03 in the checking account and \$2000 in the savings account. The report was approved.

It was discussed that a new bookkeeper may be needed if Mrs. Cooper moves out of town. Mr. Hayden will try to find one in the event that Mrs. Cooper has to terminate her services.

The librarians report was read and discussed by Mrs. Watson.

Mrs Watson mentioned that Mr. Sargeant the janitor, would rather not do the "indoor" housework any longer and will do only the outdoor and janitor work. He suggested that his wife do the indoor work at an hourly rate of \$1.60. His salary remaining the same or increased.

Mr. Hayden moved and it was seconded and passed that a committee of Mr. Sherman and Dr. Woodman negotiate with Mr. Sargeant and be authorized to pay him \$60.00 a month with Mrs. Sargeant doing the indoor work.

Mr. Hayden will make arrangements for procuring a new footstool.

Mr. Lawton will look into the repair or replacement of the bulletin board.

Dr. Woodman moved and it was seconded and passed that a committee of Mr. Lawton, Mr. Sherman and Mr. Hayden consult with Mr. Hardy, town manager, and that this committee is authorized to contract for construction of the new driveway and parking lot and will oversee the same.

Mr. Sherman made a motion that was seconded and passed that Mrs. Watson be authorized to spend a sum not to exceed \$35.00 for the purchase of a new typewriter stand.

Mr. Sherman discussed our present insurance coverage and recommendations were made for changes to bring it up to date.

Mr. Hayden moved and it was seconded and passed to increase the contents insurance to \$4000- \$ 40,000 and to purchase an employees non-ownership liability and hired car coverage for \$16,000 a year.

Officers were elected for the following year as follows,

Chairman- Mr. Lawton

Secretary - Mrs. Euiler

Treasurer - Mr. Hayden

The next meeting will be Tuesday May 20

Respectfully submitted ,

*Eugenia C Euiler*  
secretary

November 19, 1968

On November 19, 1968 the Board met with Mr. Lawton, Mr. Hayden, Mr. Sherman, Mrs. Weeks, and Mrs. Woodward present.

The Secretary's report was read and approved.

The Treasurer's report showing a balance of \$4709.73 was approved.

As voted in the last meeting under improvement and maintenance, Mr. Lawton has ordered from Win-Door 10 Casement windows for the upstairs reading room at \$18 each, 8 windows for the north side and 1 for the rear window at \$23 each. The total cost is \$387 with a discount of between 5% and 10% to be allowed.

The motion was made, seconded and passed to authorize the Treasurer to establish a savings account on or before December 1; the amount to be determined at the Treasurer's discretion.

Mrs. Watson has had several companies demonstrating duplicating machines in case it is decided to buy one at a future date. The retail prices range around \$320. A discount would be obtained by purchasing through the state.

Mr. Lawton is to write a letter to Mrs. Lynn Eldridge requesting the return of historical books that she had for a number of years to rebind.

The next meeting will be on January 14, 1969.

Respectively submitted,

Barbara Woodward  
Secretary



September 17, 1968

On September 17, 1968 the Board of Trustees met with all members present.

The Secretary's report was read and approved.

The Treasurer's report, showing a balance of \$3300 was approved.

From the Librarian's report it was learned that the Friends have donated \$200 for children's books and \$50 for adult books; they were not interested in buying a duplicating machine. An offer to buy the World War I posters has been received. An effort to determine their value will be made before taking any action. An inquiry concerning the pictures of Benjamin Smith's parents will remain unanswered unless further inquiry is made. Mr. Briggs had requested a lowering of the non-resident fee; he was apparently satisfied with Mrs. Watson's letter of explanation as to why this would be inadvisable.

Mrs. Watson is to contact Mr. Bernard about some necessary plumbing repairs. Mr. Hardy has agreed to have the rather unattractive trees removed from the front lawn; new ones will be planted.

The library employees are covered by workmen's compensation. The does cover vandalism. Mr. Sherman recommended a reappraisal of the books and building and will attend to the matter.

Mr. Hayden moved; it was seconded and passed that Mr. Lawton be authorized to spend funds budgeted for improvements and maintenance on the following items with priorities in the order in which they appear:

- 1- Necessary repairs to the heating system.
- 2- Necessary repairs to the gutter.
- 3- Storm windows.

Mr. Lawton presented Mr. Guy Wilson's first draft of the plans for an addition, driving and parking area. The estimated cost \$110,000.

Next meeting will be November 12.

Very respectfully submitted,

*Barbara Woodman, Secretary*

May 9, 1968

On May 9, 1968 met with all members present.

The secretary's report was read and approved.

The treasurer's report showing a balance of \$4,278.07 was approved. It was decided that the treasurer at the September meeting would provide each member of the board with a statement as to how we stand budgetwise.

Mr. Hayden made the motion; it was seconded and passed that the insurance policy be investigated to determine if there is vandalism coverage; if there is none the chairman is authorized to secure this coverage.

Mrs. Watson asked for a definition of "program" that would require the board's approval before being undertaken. It was decided that anything requiring considerable time, not directly related to the librarian's regular duties, and takes the librarian out of the library more than twice should be reviewed by the board.

Mr. Sherman and Mrs. Watson have the brochure for mailing nearly finalized, the cost to be \$135 to 150 if this meets with Mr. Briggs approval.

Mrs. Euler is to see if the Friends are interested in purchasing a duplicating machine.

Mr. Hayden moved; it was passed and seconded that the following sickness and ~~vacation~~ vacation policy be adopted; and be added to the Library Policies:

Leave of absence for personal illness or death in the immediate family will be allowed at 80% pay for two working weeks per year. Two working weeks of vacation will be granted each permanent employee, at full pay.

This policy applies to permanent employees, both salaried and hourly paid. An employee becomes permanent 60 days after commencing employment on a regularly scheduled basis.

Neither sick pay nor vacation pay may be accumulated.

The next meeting will be September 5.

Respectively submitted,

*Barbara Woodward*

January 11, 1968

On January 11, 1968 the Board of Trustees met with all members present

The Secretary's report was read and approved.

The Treasurer's report was approved. Since the report was prepared the balance had been reduced from \$5187.86 to \$4760.45.

The motion was made, seconded and passed that the librarian have Judge Ramsey write a letter to delinquent borrowers.

The librarian's report was discussed. The board saw no reason to ask the school to buy juvenile books for the library. The police cruiser has a key to the library and Mr. Merrill Philips is to be called if the emergency light comes on.

Miss Arnold moved, it was seconded and passed that \$1000 be allocated to procure an architect's preliminary plans for an addition to the library and that Mr. Lawton appoint a committee to meet with an architect recommended by the State Library and that the committee be authorized to proceed at their discretion.

The Friends report was read. They have been very active this year. Among the many things that they have done were contributing to the record collection and assisting with the summer reading program.

The following budget was adopted for the coming year:

Librarian's Salary	\$3300.00
Assistants' Salary	3450.00
Janitor	600.00
Books	3200.00
Records	150.00
New Equipment	300.00
Utilities	400.00
Supplies	350.00
Fuel	500.00
Improvements & Maintenance	400.00
Insurance	375.00
Miscellaneous	750.00
	<hr/>
	\$13775.00
	1575.00
	<hr/>
	\$12,200.00

With anticipated Trust funds at \$1575.00 we will need to ask the town for \$12,200.00 which is an increase of \$1000 over last year.

It was decided to give Mrs. Watson her choice of using \$100 out of the book budget for a page during the summer.

The next meeting will be March 21, 1968.

Respectively submitted,

*Barbara Woodward, (Sec.)*

March 14, 1968

On March 14, 1968 the Board of Trustees met with all members present. Mr. Lawton welcomed Carol Miller and John Sherman, the two new members.

The secretary's report was read and approved.

The Treasurer's report shewing a balance of \$3573.66, was approved.

The librarian's report was next on the agenda. Mrs. Watson has been obtaining films from the North Country Film Cooperative and showing them at Interlakes High School. The Board does not wholly approve of this arrangement but agreed to let it stand through the remainder of the school year.

Mr. Hayden made the motion, it was seconded and passed that the librarian will investigate the production of a circular informing permanent and summer residents of the services available at the library. Such circular is to be financed by Dr. Briggs generous offer; and that the librarian report back at the next meeting for further action.

The Friends had hoped to enter a float in the Bicentennial Parade. Mrs. Watson is strongly in favor of such a project. At the moment the Board has come up with no definite plans.

Mrs. Woodward moved, it was seconded and passed that Mr. Lawton be authorized to spend up to \$150 for a vacuum cleaner.

The study committee, Mr. Lawton, Mr. Hayden and Mrs. Watson have met with Guy Wilson, an architect from Concord; he has agreed to make preliminary plans for an addition for a fee not to exceed \$1000.

Mr. Lawton is to investigate the repair or replacement of the downspouts.

Mr. Hayden moved, it was seconded and passed that the treasurer be authorized to contract with Mrs. William Cooper for bookkeeping services at \$3.00 per hour.

Officers were elected for the following year:

Chairman - Mr. Lawton  
Secretary - Mrs. Woodward  
Treasurer - Mr. Hayden

The next meeting will be May 9.

Respectively submitted,

*Barbara Woodward (Sec)*

November 2, 1967

On November 2 the Board of Trustees met with all members present.

The Secretary's report was read and approved.

The Treasurer's report, showing a balance of \$4901.98 was approved.

The Librarian's report stated that Mr. Bernard, the plumber who had cleaned the oil burner, recommended and would install an automatic water feed for approximately \$105.72. As this price seemed a little high the motion was made, seconded, and passed that Mr. Hayden contact Mr. Bernard and be authorized to have the water feeder installed if needed and the price reasonable.

Mrs. McHugh and Mrs. Rushton are enrolled in a course entitled "Introduction to the Public Library". being given at Plymouth State. The motion was made, seconded and passed that Mrs. McHugh be reimbursed for the use of her car at 8¢ per mile.

The library is nicely decorated for National Book Week and the winning posters of the contest, sponsored by the Friends, are on display.

Mrs. Watson hopes to get help from the Friends to start a collection of Christmas records. \$25 would be a good start.

Miss Arnold will be leaving town and the Board in March when her term expires. She has served many years and has been an outstanding treasurer. She will be sorely missed.

The next meeting will be on January 18, 1968 at 7.00P.M.

Respectively submitted.

*Barbara Woodward (Secretary)*

September 7, 1967

The Board of Trustees met on September 7 with all members present.

The librarian's report was read and several matters were discussed.

The secretary's report was read and approved.

The treasurer's report, showing a balance of \$3776.40, was accepted.

Mrs. Woodward moved; it was seconded and passed that Miss Arnold delve further into the oil situation, as she has not received a satisfactory answer from the town office.

Mr. Kaffel moved; it was seconded and passed that the librarian prepare and mail a copy of her report to each trustee five days before each meeting. Mr. Kaffel will have these duplicated so that no extra will be involved for the librarian.

Mr. Kaffel moved; it was seconded and passed that the chairman be authorized to get estimates and to spend up to \$1000, for building repairs, including repairs to the downspout, cleaning the gutter, screens for the basement, work on the upstairs screens, painting the outside window sashes, varnishing of inside window sashes; further that the librarian expedite the work.

Mr. Hayden moved; it was seconded and passed that the librarian make necessary arrangements to have the burner cleaned and tested.

Miss Arnold moved; it was seconded and passed that the librarian be authorized to buy a chair for very young children, the cost not to exceed over \$15.00.

The chairman is to contact the Friends to see if they care to purchase a sign, the design to be worked out with the librarian and subject to the approval of the Board.

The next meeting will be November 2, 1967.

Respectively submitted,

*Barbara Woodward (Sec)*



June 1, 1967

The Board of Trustees met on June 1 with Mr. Lawton, Miss Arnold, Mrs. Weeks, Mr. Hayden and Mrs. Woodward present.

Mrs. Mc Hugh, acting librarian, gave her report. The Lions Club has presented the library with several books of large type for people who have trouble reading regular print. She suggested that the Board might want to add vandalism insurance to the policy.

The fan has been installed upstairs and the wiring will be completed shortly. Mr. Lawton is to contact a glazier to repair the window in the children's room. Mr. Repasy had made a sketch of a sign for outside. The Board liked neither the sign or the price (\$235). Mr. Lawton is to look further into this situation and contact the rest of us during the summer.

The secretary's report was read and approved.

The treasure's report showing a balance of \$3834.60.

The motion was made, seconded and passed that Miss Arnold ask for an accounting of the oil bill from the Town Manager.

The motion was made and seconded that the secretary write a letter to Mrs. McHugh expressing the Board's appreciation of her performance and loyalty during Mrs. Watson's absence.

A letter from Mrs. Watson informed the Board of her return to work as of June 5.

Miss Arnold moved, it was seconded and passed that: Mrs. McHugh as assistant librarian work an average of 20 hours per week at a salary of \$1600; further that she keep track of her hours until January in order that the board will be assured that the pay is commensurate with the hours; further that she assume some of the professional duties of the librarian in order to improve library service and to relieve the burden's of the librarian.

Mr. Lawton is to see what needs to be done in order to clean the attic.

The next meeting will be September 7, 1967.

The meeting was then adjourned.

Respectively submitted,

Babur Woodward (luc)

March 23, 1967

The Board of Trustees met on March 23 with all members present. Mrs. Alice Weeks has replaced Mrs. Reed whose term has expired.

The Secretary's report was read and approved.

The Treasurer's report showing a balance of \$4861.45, includes a correction of a .10 error.

As Mrs. Watson has asked for a leave of absence because of illness. The motion was made and seconded and passed that that Mrs. McHugh be authorized as acting librarian and be paid on a basis of \$3000, effective April 1. The motion was made, seconded, and passed that Mrs. Watson be given a six months leave of absence, effective March 15.

The Friends would like to undertake a new project. Three possibilities - renovating the sign, a new bookcase, or records - will be presented to them. ~~xxxxxxxxxx~~

Miss Arnold is to confer with Mrs. McCugh about both the above matters.

Mr. Lawton is to see Mr. Caswell about a fan and improved ventilation.

The following officers were elected for the next year:

Chairman: Mr. Lawton  
Treasurer: Miss Arnold  
Secretary: Mrs. Woodward

The next meeting will be June 1.

Respectively submitted,

*Barbara Woodward*

January 19, 1967

On January 19, 1967 the Board of Trustees met with all members present. Mr. Lawton welcomed Mr. Thomas Hayden as a new member of the Board. As Mrs. Watson has been ill, she spoke from notes rather than offering a formal report. The circulation continues to rise, with an increase of 945 in adult fiction and a total increase of 2173 over the previous year. The record bin and record post table have been delivered and the new magazine rack ordered. Items which the librarian would like to see in the new budget included money to increase the number of hours open, \$10 a month increase for the janitor, a fan, and repairs on the typewriter.

Captain and Mrs. Jewel have presented the library with a set of pictorial history of the Civil War.

The Secretary's report was read and approved; the Treasurer's report of a balance of \$4,530.90. *2,531.00 corrected March 23*

The following budget was adopted:

Librarian's Salary	\$3200.00
Assistant Librarian's Salaries	2800.00
Janitor Service	540.00
Books	3000.00
Records	100.00
New Equipment	525.00
Supplies	300.00
Utilities	400.00
Fuel	550.00
Improvement and Maintenance	300.00
Insurance	375.00
Miscellaneous	650.00
	666
	<u>\$12740.00</u>

This represents an increase of \$400.00 more than last year. Only salaries have been increased. Other items either remain the same or are lowered. The librarian will receive an increase of \$100.00, the assistants 10 cents an hour starting in September and the janitor \$5.00 a month. The library will be open one more morning and one evening through the dinner hour.

The next meeting will March 23, 1967.

Respectively submitted,

*Sabara Woodward Sec.*

December 1, 1966

The board met on Decemoer 1 with all members present.

Mrs. Watson gave her report. \$100 has been recieved from Mrs. Thomas Burns for the purchase of children's books; \$100 from the N.H. Cooperative District for the purchase of reference works; and \$50 from the Friends to purchase Thornto Burgess books.

The library has several years to meet the qualifications necessary to be affiliated with the Cooperative. In most areas we already qualify. We more than exceed the total number of hours but should be open a third evening a week and at least two hours each time.

It was voted to spend up to \$50 to replace the rubber mat from the front door to in front of the desk. Mrs. Watson is to look into this.

The secretary's report was read and approved.

The Treasurer's report, showing a balance of \$3684.83, was accepted.

Miss Arnold moved, it was seconded and passed that Mrs. Watson be paid her full salary during her re cent illness.

Mr. Kaffel is going to research and bring in data prior to the boards setting up a personnel policy concerning illness, vacations, leaves etc. It was deceded to incorporate into the Library Policies the present custom of charging \$3.00 per year for a non-resident card with a two dollar refundable deposit for the first year. Mrs. Reed is to work out a statement.

Mr. Kaffel moved, it was passed and seconded that Mr. Sargent's salary be increasd to \$40.00 a month as of December. Mrs Woodward moved, it was seconded and passed that Mrs. Watson be authorized to purchase a suitable additional magazine rack.

Mr. Thomas Hayden is to be asked to fill the vacancy on the board.

The next meeting will be January 19, 1967.

Respectively submitted,

*Barbara Woodward*

September 6, 1966

The Board of Trustees met with Mr. Lawton, Miss Arnold, Mrs. Reed and Mrs. Woodward present.

The Librarian's Report included several suggestions for possible future action. It is hoped that in the near future the card file will be moved to make room for another magazine rack to relieve crowding. Possibly a small table and arm chairs could replace one of the study tables. An increase in the hours that the library is open is also being considered.

Mrs. Watson is authorized to dispose of the old books in the cellar in whatever manner she sees fit. Captain and Mrs. Jewell wish to present the Library a set of pictorial volumes of the Civil War. As these will require some repair, the matter will be investigated further.

The Secretary's Report was approved.

The Treasurer's Report, showing a balance of \$3414.34, was accepted.

Mrs. Rushton has been employed for a year. Miss Arnold is to convey to her the Board's appreciation of her work and efficiency. The motion was made, seconded, and passed that Mrs. Rushton be given a raise to \$1.35 from her present \$1.25.

The motion was made, seconded, and passed to spend up to \$300.00 to buy or have constructed a record bin and a table to hold the record player.

The motion was made, seconded and passed by a 3-1 vote to pay The Herman Golberger Agency, Inc. \$63.20 for magazines bought and billed, dated July 1962, as they had sent a photostatic copy of proof of default.

After an unpleasant incident this summer concerning non-resident cards, Mrs. Watson requested the the Library's Policies be amended to include this. It was decided to attend to this at the next meeting.

Mr. Isreal is moving out of town and so is resigning from the Board. It was decided to ask Willard Grad if he would finish out the term.

The next meeting will be November 17, 1966.

Respectfully submitted

Barkua Woodward (Sec)

June 9, 1966

The Board of Trustees met at the library with all members present.

The librarian's report was most informative. Mrs. Watson has been elected Chairman of the Central District Council. She has also accepted Mr. Allen's invitation to serve on the New England Library Association Legislative Committee as representative from New Hampshire. The Board gave Mrs. Watson a vote of commendation for these honors. The Library Techniques Course that Mrs. Watson attends begins July 11. As she has applied and received a \$50.00 scholarship granted by the N.H. Federation of Women's Club, this reduces to \$103.50 the cost to us.

The Friends are to have Their Annual Lawn Sale on July 7. They are cooperating in the Vacation Reading Club for grades 1-8. Their contribution for records have made it possible to expand and diversify our collection.

The monthly salary schedule with Mr. Sargent, the janitor, is working out well. It was decided to hold off on his proposed raise until fall and the accompanying increased work load. Mrs. Herman Olsen, a member of the Friends, has volunteered to assist the librarians in an emergency. It was agreed to pay her \$1.25 an hour whenever she did assist.

The Treasurer's report showing a balance of \$2950.01 was accepted. The secretary is to write a letter of thanks to Mrs. Isreal for her contribution to buy books. The Secretary's report was read and approved.

Mr. Lawton read a letter of appreciation of the library and its services from Mrs. Isabelle Russell. The two displays in the window of Main Street Stores during National Library Week had sparked this action.

The motion was made and seconded that a membership in the N.H. Library Trustees Association be taken for the Chairman. Mr.

Kaffel moved it was seconded that we underwrite Mrs. Watson expenses for the N.E. Library Association at Wentworth for the entire three days rather than just the one she had asked for. The motion was made and seconded and passed that we try a three months subscription to the New York Times.

The next meeting will be September 8, 1966.

Respectfully submitted

Babara Woodward (Secretary)



March 31, 1966

The Board of Trustees met at the Humiston School with all members present.

Mr. Lawton read a letter from Mr. Blakslee Colby, explaining in detail the record player which he assembled for the library. Miss Arnold is to write a letter of appreciation to enclose with the check of \$134.38. The board agreed with Mrs. Watson's suggestion that publicity concerning this new service coincide with National Library Week, April 17-23.

The librarian's report was read.

Mr. Harold Sargent, the present janitor, requested a monthly or weekly salary rather than an hourly wage. Miss Arnold moved, it was seconded and passed he be paid \$35.00 a month for a three month trial period; if his work is satisfactory at that time his salary would be increased to \$40.00.

Four bids have been received to repair the furnace. Each was given very careful consideration. Mrs. Woodward moved, it was seconded and passed that Mr. Merrill Phillips of New Hampton do the work on a cost plus basis.

The secretary's report was read and approved; the treasurer's report showing a balance of \$1829.04 was accepted. Mrs. Reed made the motion, it was seconded and passed that the Chairman be authorized to sign checks in the absence of the treasurer.

The following officers were elected for the coming year:

Chairman - Robert Lawton

Secretary - Barbara Woodward

Treasurer - Margaret Arnold

The meeting was adjourned.

*Respectfully Submitted*

*Barbara Woodward (Sec)*

January 13, 1966

The Board of Trustees met at the library with Mr. Lawton, Miss Arnold, Mrs. Reed, Mr. Kaffel, and Mrs. Woodward present.

The librarian's report was read. The records, initiating a record lending service of the library have been ordered. Mrs. Watson suggested and the trustees agreed that each record borrower sign a responsibility statement. It was decided that responsible high school students may be allowed to borrow records. We shall purchase one record player and jacks at about \$100. If the need warrants it we will buy another. Mrs. Reed is to ask the Friends if they would be interested in sending postcards to individuals that might be interested in new services or books of special interest whenever the need arises.

Mrs. Watson filled us in on the proposed recommendations for the State-wide borrowers card. This should be in effect before the close of the year.

Mr. Kaffel moved, it was seconded and passed that Mrs. Watson get estimates to have a complete check of the heating system to eliminate sticky valves and banging radiators.

The budget for the following year was adopted as follows:

Librarian's salary	3,100.00
Ass't librarians' salary	2,250.00
Janitor	400.00
Books, magazines	3,000.00
Records	200.00
New Equipment	725.00
Supplies	300.00
Telephone, electricity	400.00
Fuel	550.00
Improvements, maintenance	500.00
Insurance	37375.00
Miscellaneous	600.00
	<hr/> 12,400.00

This represents a rise of \$900.00 over last year but we will be able to absorb \$500.00 and need to ask the town for only and additional \$400.00, or a total of \$10,900. Mrs. Watson is to receive a raise of \$300.00; Mrs. McHugh .10 an hour, from \$1.40 to \$1.50. Extra \$150.00 was allowed for at the request of Mrs. Watson to allow extra hours for the assistants to complete the shelf list. It was decided that all raises be given at the first of January. Before next year we will set up a salary schedule with an expected minimum and maximum.

The next meeting Thursday, March 24,

Respectfully submitted,

Sandra Woodward (Sec.)

November 17, 1965

The trustees met at the Homiston School with all members present.

The librarian's report included a progress report on the repairs being made on the building. Already completed are the upstairs windows, larger book return box and slot, leak on the south side, and protectors for the new shrubs. A new leak has been discovered in the upstairs reading room. This and a cracked front window pane will be attended to before the workmen leave. The upstairs lighting will be completed as soon as Mr. Holland can match the fixtures now in use. It was decided while he was here to have the old fixtures in the sink room and hall replaced. The bookcases for the upstairs reading room have been ordered and the bookcases for downstairs are now being constructed. As the front door lock is worn it was decided to replace it and to order a dozen keys, each one to be carefully accounted for.

Mrs. Reed moved, it was seconded and passed that Mrs. McHugh be appointed as an alternate delegate to the Concord District Advisory Council. Mrs. Watson was authorized to purchase the N.H. State Laws at a cost of \$110.

The Friends are still investigating the cost of a record player and listening booth. Mrs. Reed moved, it was seconded and passed to authorize Miss Arnold and Mrs. Watson to spend up to \$150 to start a record collection for loaning if there is money available after payment of current bills.

Miss Arnold moved, it was seconded and passed that we accept no solicitations or advertising for any special groups not connected with the library.

Mr. Kaffel is going to contact one or two boys from the sixth grade who would shovel the walk during the noonhour whenever this is necessary.

Miss Arnold moved, it was seconded and passed that the secretary's and treasurer's report be accepted.

Mr. Lawon is to check to see why the windows have not been washed as promised.

The next meeting will be January 13, 1966.  
The meeting was then adjourned.

Respectfully submitted,

Barbara Woodward (Sec)

September 23, 1965

On September 23 the Board of Trustees met with Mr. Lawton, Miss Arnold, Mrs. Reed, Mr. Israel and Mrs. Woodward present.

The librarian's report was read. The board agreed that the windows should be cleaned by a professional window cleaner. Mr. Lawton has arranged for several small jobs be done; including the patching of the rain gutter on the south side, enlarging the book return box, protecting the new shubbery against winter hazards.

Mrs. Reed is to contact the Friends if they would be interested in doing research on the cost<sup>of</sup> acquiring records, record player, and listening booth.

With regrets the board has accepted the resignation of Mrs. Elaine Colby, assistant librarian, who has accepted a teaching position at Belknap College. Mr. Lawton, Miss Arnold, and Mrs. Reed have interviewed several applicants with no results. Mr. Lawton read a letter of application from Marilyn Rushton. It was decided to employ her temporarily while still continuing to search for a more qualified assistant.. Miss Arnold is to write a letter of explanation and ask her to get in touch with Mrs. Watson.

Miss Arnold moved, it was seconded and passed to authorize Mr. Lawton to get estimates as to the cost of building bookcases along the south wall of the downstairs reading room and to arrange for their construction if the estimate does not exceed \$500; to authorize the purchase of two more matching bookcases for the upstairs reading room at a cost of \$269.00; to authorize the librarian to contact Mr. Holland and have installed what ever lights are necessary to complete the lighting in the upstairs reading room.

The secretary's report was read, revised, and then accepted.

The treasurer's report, showing a balance of \$3058.38, was accepted.

The next meeting will be November 18, 1965.

Respectively submitted,

*Barbara Woodward (Sec)*

May 20, 1965

On May 20 the Board of Trustees met with all members present. The secretary's report and the treasurer's report showing a balance of \$3399.29 were accepted.

Mr. Lawton read a letter from the Friends of the Library in which they stated their desire to purchase the two book shelves, at a cost of \$269.00 for the pair, for the upstairs reading room. It was their wish that small metal plaques be mounted on them indicating them as gifts of the Friends.

New bulletin boards have been installed in the downstairs reading room. Mr. Israel is to take charge of the displays which will include art, photography, science and what ever else is appropriate. Each display will remain on exhibition for three weeks.

Action was taken on several items in the librarian's report. Miss Arnold moved, it was seconded that \$100 be spent for maintenance and beautification of the grounds. Miss Arnold moved, it was seconded that Wade Scribner be raised in salary to \$115 an hour and Mrs. Colby and Mrs. McHugh be raised to \$140.

Several estimates are to be obtained to install an outside faucet. Mr. Kattel moved, it was seconded that the Board underwrite the expenses of Mrs. Watson's to the course in Public Library Techniques at UNH this summer.

The next meeting will be September 23.

including private  
room accommodations

Respectively submitted,

Barbara Woodward

April 15, 1965 (Special Meeting)

On April 15 the Board of Trustees held a special meeting with all members present. Mr. Alan Israel joined the board, filling the vacancy created by Mr. Swett's resignation.

The Friends of the Library wish a letter from the Trustees spelling out ways that they might help financially. The secretary is to write a letter suggesting three possibilities: 1-buying the bookcases for the upstairs reading room, 2- assisting at a future date toward a proposed addition, 3- contributing toward architect fees necessary to initiate an addition.

Mr. Lawton read a letter from the president of the Trustees Association alerting us that now is the time to contact our representative and senator to support Joint Resolution "20. This is the bill raising the necessary funds to put the Statewide Development Services into operation.

The remainder of the meeting was devoted to the discussion of policy. Mr. Israel moved, it was seconded and passed that the final revised form be adopted. Mr. Kaffel is to arrange for 50 copies of the by-laws and policies made up for future use.

The next regular meeting will be held May 20.

The meeting then adjourned.

Respectfully submitted,

Bairala Woodward (Sec)



March 25, 1965

The trustees met on March 25 with Mr. Lawton, Miss Arnold, Mrs. Reed, Mr. Kaffel, and Mrs. Woodward present. Mr. Swett has submitted his resignation.

Mrs. Nancy Howth, newly elected president of the Friends of the Library, met with the board to bring us up to date on their activities. In early April a membership tea is planned. Throughout the year the Friends plan about six fund raising activities. A specific goal to work for would be their wish. Several ideas such as an addition, fixing up and furnishing the basement, records and audio equipment, driveway to the back were all suggested as future possibilities. The board will ask for advice from the state as to what would be the most beneficial expansion program.

The secretary's report and the treasurer's report showing a balance of \$2272.05 were both approved.

The librarian's report indicated that records kept over the past few weeks do not warrant keeping the library open on Friday nights. It was decided as an experiment to remain open Saturday mornings in stead.

The motion was made by Mrs. Woodward, it was seconded and passed, that \$50 be allocated toward the purchase of Princeton files to alleviate the magazine storage problem.

In observation of National Book Week, April 25-May 1, Mrs. Watson recommended a parent's night on April 27, poster contest for all grades in Humiston and Lang Street Schools. Mrs. Reed moved, it was seconded and passed that a book be given to each room in the name of the child submitting the best poster; estimated cost about \$40. It was agreed that Mr. and Mrs. Albert Mackie and children be entered in the state contest for the Model Library Family.

The \$125 gift from federal money for reference work will be applied toward the purchase of the Encyclopedia Americana.

Mrs. Reed moved, it was seconded and passed that two bookcases, matching the two already in the reading room be ordered from Conner and Murgin.

Mrs. Watson requested that the board pay her Blue Cross-Blue Shield premium. Mr. Kaffel moved, it was seconded and passed that she be given the \$100 raise planned for the year now rather than mid-year.

Mr. Alan Israel will be asked to fill the vacancy on the board.

The following officers were elected for the coming year:

Chairman-- Mr. Lawton  
Treasurer-- Miss Arnold  
Secretary-- Mrs. Woodward  
Publicity-- Mrs. Reed  
House-- Mr. Lawton

A special meeting to discuss policy will be held April 8. The meeting was then adjourned.

Respectfully submitted,

Barbara Woodward (Sec)

January 21, 1965

On January 21, 1965 the Board of Trustees met with Mr. Lawton, Miss Arnold, Mrs. Reed, Mr. Kaffel and Mrs. Woodward present. The secretary's report was read and approved. The treasurer's report showing a balance of \$3982.67 was approved.

The librarian's report indicated an increased circulation of 5,179 for the year 1964 over the previous year. Considerable increase has been shown in adult circulation. Registered borrowers now number 1081.

The secretary was directed to write a letter to the Friends of the Library informing them of the by-laws applying to that organization.

The following budget will be submitted to the town for 1965:

Librarian's salary	\$2800.00
Assistant librarians' salaries	1800.00
Janitor	400.00
Books, magazines	3000.00
New equipment	1000.00
Telephone, electricity	400.00
Fuel	550.00
Supplies	250.00
Improvements, maintenance	600.00
Insurance	300.00
Miscellaneous	400.00

11,500.00

With an anticipated income of \$1000.00 from trusts and gifts the town will be approached for \$10,500.00 which is the same as last year. This budget does not show the \$100.00 increase in assistant librarians' salary planned for mid-year.

Miss Arnold moved, it was seconded that the Meredith Public Library join the Statewide Library Development Program. By joining now we become charter members and have the advantage of participating in the formulation of policy. For this Program to go into operation the legislature is being asked for funds. Miss Arnold made the motion; it was seconded that Mrs. Reed serve as a public relations committee to contact local groups to interest and inform them of the Statewide Development Program and that the trustees ask Mrs. Colby to cover all developments for the local press. Mrs. Reed moved; it was seconded that Mrs. Watson be Meredith's representative to the District Advisory Council.

It was decided to make policy study the main business of the next meeting on March 25.

The meeting was then adjourned.

Respectfully submitted,

*Barbara Woodward (Secretary)*