

Trustees of the Meredith Public Library

March 28, 1977

Trustees present: Ruth McHugh, William Call, Eileen Harris, Sigrid  
vonBrockdorf, Norman Baker, Kathleen Taylor

The first order of business at the meeting was to welcome the two new trustees, Norman Baker and Kathleen Taylor. After introductions of the present trustees there was an election of officers held. New officers for the year 1977-78 are: Ruth McHugh, Chairperson  
William Call, Treasurer  
Eileen Harris, Secretary  
These officers were nominated and elected by an affirmative vote by the trustees present.

Arthur Allen, retiring treasurer was present to aid Mr. Call in accepting the office of treasurer. Mr. Allen graciously offered his help to the board and to Mr. Call if it is needed in the future.

The minutes of the January 11 and 31 meeting were read to help the new trustees become knowledgeable of our business. Marion Watson informed the board the the cost of living increase of town employees was going to be 6% as stated by Mr. RussellBrown. The library staff will therefore receive the same increase unless otherwise noted in past minutes.

The new lighting has been partially installed by the Horne Electric Company. It was noted that the lighting in the children's room is much improved. There is a problem however in the lighting over the checkout desk. The track fixtures there only take a 50 watt bulb and therefore are too dim. Norman Baker offered to contact Mrs. Fisher, retired chairperson who helped with the lighting project and then the Horne brothers to remedy the situation.

Nancy Sherman and Lydia Torr of the library staff are going to attend the Spring Conference in North Conway. The board voted to pay Nancy's expenses . It had been previously agreed to pay for Lydia's.

Marion informed the board that the new hours of the employees were working out very well and the girls seem to be happy with them. Marilyn has been able to accept more hours when asked to do so.

The subject of an addition to the library arose and it was decided to go to the Sandwith library to see what the addition to their building is like and how well it fits into the architecture of the existing building.

Two job applications have been received but since there are no openings at the present time, the secretary will simply acknowledge receiving them.

The personnel plan has been partially updated by the committee. Some changes were made to coincide with the town's policy. There is to be another meeting of the personnel committee on April 20 and Ruth McHugh's at 7:30 p.m.

Marion noted that there is an area in the library driveway that is in need of repair due to damage by the snowplow. Norman Baker said that he would take care of the matter with the Highway Dept.

Nancy Sherman is taking a course in the Public Library Techniques series. It was voted to pay Nancy for the time she is at the course since she is missing work hours at the library. At the same time it was decided to add a clause to the personnel policy of the library dealing with such courses and the payment of salaries being left to the discretion of the trustees.

Marion Watson will get copies of the N.H. Library Laws for the next meeting to be held on May 9, 1977 at 7:30 at the library.

The meeting was adjourned at 9:50.

Submitted by Eileen J. Harris,  
secretary

Trustees present: Ruth McHugh, William Call, Norman Baker, Eileen Harris,  
Sigrid vonBrockdorf

Librarian Marion Watson brought the subject of cleaning of the carpet before the Trustees as the first matter to be considered. It was decided to have Dana Wein clean the carpet as in the past. In addition, it was decided to have the carpet cleaned each year in late April or early May to avoid extreme soil and wear. With the subject of cleaning being discussed, it was suggested that a complete job description of the cleaning job in the library be given again to Dana Wein to insure proper upkeep.

Marion asked if it would be possible to have a bulletin board placed in her office to display employee notices. Also she requested one for outside the rear entrance of the library. This would be used to post notice of programs upcoming in the library. Both items were approved.

The board approved the hiring of Jennifer Bird to water the shrubs and flowers this summer. Ruth McHugh will take the planters and have them filled this year as in past years.

The subject of the new lighting was the next item for discussion. It was felt that one additional track light was needed to make the lighting adequate over the desk. Horne Electric will be contacted about this.

Upon the recommendation of Marion Watson, it was agreed to end Lydia Torr's period of probation and make her a permanent full-time employee. Mrs Watson felt Lydia was adjusting well and enjoyed her work very much. Because of the acceptance of Mrs. Torr as a full-time employee, the subject of the acceptance of the personnel policy of the Town of Meredith arose. A motion was made by Norman Baker of the personnel policy committee to accept the town's policy and to

accept the addendum to the policy as prepared by the committee. The motion to accept the town policy was made by Mr. Baker and seconded by Mr. Call. All trustees voted in the affirmative and the policy accepted. A motion to accept the addendum to the policy was made by Mrs. McHugh, seconded by Mrs. Harris and passed unanimously. By doing so, the trustees made it possible for Mrs. Torr and all future full-time employees to become eligible for the state of New Hampshire's pension plan. The proper forms were then filled out and will be submitted to the Town Manager.

Chairwoman McHugh brought the subject of an addition before the board. After speaking with Russell Thibault who had been in touch with Neil Cannon, she informed the board that no new applications are being accepted for Public Works Dept. funding this year. This places the possibility of an addition further off in the future.

A bill in the amount of \$136.00 had been received from Holland Electric Service for consultation on the lighting. Mr. Holland was not informed that the lighting work would go out for bid when he was evaluating the job. Mr. Holland made extensive graphs and studies of the project and submitted them to the library. Horne Electric was low bidder and actually did the work. Norman Baker said that he would contact Mr. Holland concerning the bill.

The next meeting of the board will be September 12 at 7:30p.m.

The meeting was adjourned at 9:00p.m.

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September, 19, 1977

Trustees present: Baker, Taylor McHugh, Harris, Call

The budget was presented for the year to date. There was a problem in the area of the copier. The budget allowed \$600 for it and a total of \$720 plus paper was spent. A problem has arisen due to the fact that the copier repair service has been bought out and now the library must pay for repair (20 dollars per call). The librarian was directed to call Chas. Rogers and inquire if our previous contract includes repair and if the contract is indeed still in effect.

The oral history of Meredith was brought up by the librarian. Perhaps funds from OAP could be used. The Board felt that the Historical Society would be the best group to do this work. Mrs. McHugh is going to check into this further.

The storm windows are in need of repair. Mr. Baker feels that since the library is a town building that they should take care of such major repairs. He will contact the town manager on this.

The front steps are in need of repair and Wein will be contacted on this matter.

Horne Electric will be called relative to the installation of three-prong outlets.

It was decided to clean the attic out and to sort out the periodicals. the old ones are either to be sold or to be thrown out.

Shelving is needed in the reading room on the left hand side of the fireplace. It should match the present shelving in color and style.

Lost books was the next item of discussion. The Board asked if the librarian felt that a patron whom has paid for the replacement of a lost book should be allowed to have the original if that book does actually show up. Mrs. Watson realized that the Board was referring to

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the incident involving Mr. and Mrs. Flather (refer to executive session notes, Sept. 19, 1977) Mrs. Watson was directed by the Board to write a letter to the Flathers letting them know that she is sorry such a situation came about. Mrs. Watson was hesitant to do this at first since she did not want to compromise the library. However, the trustees made it clear that she did not have a choice in the matter. She was also directed in the future that she or any other librarian in the future should be able to make decisions as how to handle such problems with care and kindness and should not offend the patrons.

Next meeting Oct. 24, 1977

# MEREDITH PUBLIC LIBRARY

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September 19, 1977

## Executive session

Item #1 The Trustees have received a letter from Mr. Ralph Flather, a long-time resident of Meredith and a past Trustee. It concerned a book that Mr. Flather had lost and therefore paid for. However, the book was found and returned to the library. The librarian refused to let Mr. Flather have the book even though he had paid for a replacement for it. Mr. Flather and his wife are most upset over the incident and do not intend to patronize the library anymore due to it.

The Board of Trustees felt that this matter should be brought to the attention of Mrs. Watson and she should be firmly told that such a sad situation should not have happened. It was felt that she should have been more understanding and flexible in a situation where a user in such good standing makes a mistake. This should not happen again. The Board will demand that a written apology be sent to the Flather's. The Board will also send a note to them.

Item #2 Trustee Sigrid vonBrockdorff has sent her letter of resignation to the Board. She and her family have moved to New York. Therefore a new trustee must be named to fill the vacancy. The following names were presented to the Board: Heather Rose, Joan Tice and Karen Wingard. Mrs. McHugh will contact these people to see if they are interested. The Board will meet again to discuss this further.

OCT. 77  
SPECIAL

# MEREDITH PUBLIC LIBRARY

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October 3, 1977

Special meeting to appoint a new trustee

Mrs. McHugh made a motion to appoint a new trustee to fill the position of Sigrid vonBrockdorff. Mrs. Harris was the second.

Interviews have been held with Mrs. Tice and Mrs. Wingard. Mrs Rose did not feel she should consider the position due to other commitments.

After discussion of each person's qualities and qualifications, Mr. Baker made a motion that the Board appoint Mrs. Karen Wingard to the position.

Mrs. Taylor seconded the motion and it was voted on and passed.

A letter will be written to the Board of Selectmen asking that they approve this appointment. A copy will be sent to the Town Manager.

The Board of Trustees must wait for the approval of the selectmen before they can notify both parties of the decision.



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October 24, 1977

Oral History Mrs. Watson brought up to the attention of the Trustees the fact that the planned oral history of Meredith has not been done. The Friends of the Library have been unable to do it. It was suggested that perhaps a CETA worker could be employed to do it, or CETA funding used to pay someone to do it. It was pointed out that in order to receive such funding, the person must be a CETA worker and must meet certain requirements. Mrs. McHugh said that she has sent to Columbia University for information on doing such projects. The Historical Society has been suggested as a possible means to compile the history.

Storm windows The Town of Meredith is handling the bids for the storm windows and will pay for the repairs.

Steps Wein Maintenance is to repair the front steps.

Shelving The library has received an estimate of \$125 to build the needed shelving in the front room. This amount seemed to be reasonable to the Board.

Wiring A bill in the amount of \$107.00 has been received from Horne Electric for the additional plugs they installed. This amount was approved.

Periodicals Mrs. McHugh has looked into the matter of disposing of the unneeded periodicals and has not found anyone who wishes to purchase them. Some are to be bundled for a book sale. Since the library wishes to establish a 5-year backlog in some periodicals and a 1-year backlog in other ones, many presently stored must be disposed of.

Clock Mr. Nutter believes he will be able to find someone to make the parts needed for the clock in the front room and feels he will be able to obtain a new movement for it.

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Book Sale Mrs. Wingard has offered to make posters for the staff book sale.

Chas. Rogers Mrs. Watson has found out that repairs to our copier are covered under the contract that the library holds with them. This holds true for as long as the library is leasing the machine.

Budget The town may be receiving federal funding in the upcoming year. Mr. Jutton suggested that the library set up a list of priorities for the things it needs. Discussion centered on the need for an office and a "lounge" area where employees may go when not working such as lunchtime. The basement was the area discussed in relation to this. Mr. Jutton is to be contacted further on this subject.

Trustees of the Meredith Public Library

December 12, 1977

Present: Mc Hugh, Harris, Call

Quorum not present but discussion will continue

A. Cellar book sale by the library staff yielded \$134.00.

B. Marion brought up the fact that the library is growing very fast.

Due to this tremendous increase in usage, she feels there is a need for an additional full time or full-part time employee. Ruth suggested Marion contact Nancy and Marilyn to see if either of them would be interested in more hours. Marion plans to do so and will bring the matter into her January 5th staff meeting. If neither of the women desire additional hours, then the Board will have to find a new person.

C. The minimum wage will increase to \$2.65/hr. as of Jan. 1, 1978.

At the present, only Kathy is below that at \$2.44/hr.

D. Marion brought up the fact that under the new copyright law, the library must post federal rules in plain view for the public near the copier and the staff must be familiar with the laws.

E. The state-wide library card system is presenting some large record-keeping problems. Marion feels that it can be handled but does add to the workload of the staff.

F. Those present felt the the Right to Read- RIF program is a fine one and that the library should be the sponsor.

G. At the present time, Bill Call can see no major changes in our budget for the coming year.

Next meeting Jan. 9, 1978 at 7:30.

*Eileen J. Harris,*  
sec.

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Jan. 26, 1978

The first item of business in the meeting was a discussion of the possibility of obtaining revenue sharing funds. If funding is available it was believed that \$5,000 might go toward having actual specifications drawn up for the proposed addition to the library. The subject of renovating the basement was also discussed and \$10,000 was a figure believed to be adequate to apply for this project. All this hinges on the granting to the town of funding.

If such funding is available, the townspeople must be shown a need for adding to the library. Since the construction of the building in 1900 nothing has been done to update it. The population of Meredith has grown tremendously as has the readership. The growth has not been accounted for in the library facilities and it is felt that it certainly should be.

RIF The library has agreed to be the sponsor of the Reading Is Fundamental program to be instituted in the schools. Funds of \$150.00 will be needed by February to pay for the project. This amount was approved by the Board.

The old lighting fixtures that were in the stack area are to be sold to Arthur Watson at a price to be determined later.

Mrs. McHugh is going to speak to Town Manager Jutton about where we would go to obtain funding for the renovation of the basement.

Next meeting Feb. 8, 7:30.

MARCH 78

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LIBRARIAN'S REPORT 17 March 1978

Circulation: Adult, 1,322; Juvenile, 940; Audio-Visual, 290.  
Total 3,252. Total 1977, 2,978.

- 2/14/78 New bookcase installed in front room. (Because of the long seige of illnesses we have not yet filled it.)
- 2/29/78 Electricians installed outlets and light in cupboard. They found the furnace return pump was not operating and water around it. They called M. Bernard to repair it. The library was closed that day.
- 2/28/78 Lydia enrolled in the P. L. T. course on Administration offered at Plymouth.
- 3/1/78 The program on HOW TO WRITE A PROPOSAL was at Concord State Library March 1 and Lydia attended. Her report is enclosed..
- 3/3/78 The Day Care center invited Lydia to visit and talk about the proper handling of books.
- 3/4/78 CLOCK WORKS RETURNED!
- 3/14/78 We were locked out of the library because the rear door lock had worn to the point that our keys wouldn't open it. We had Wein Maintenance install a new lock. (After Mark Gallegher from the P. D. managed to get us in!)

National Library week is April 2 - 8 this year, much earlier than usual. Because of all the illness our Annual Puppet Show will be the 19th of April (closer to the usual date)

The lounge chairs need to be repaired. We had one of them repaired by the HANDMADE CORNER. They did an excellent job..

Since our budget passed, may I have Bill Call work more hours? We need him for 28 hrs. per week. I understand funds were allocated for this purpose in our budget.

N. H. Library Council meets at North Conway May 15 & 16. Lydia & I plan to attend. May Nancy attend on the 15th as she did last year?

Marian R Watson  
Librarian

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The meeting I attended on March 1, "How To Write A Proposal" was very informative. Mr. Stuart Picard, affiliated with the State Education Dept., presided over the meeting. One came away with many inside HOW TO's; Mr. Picard's sole job is advising and writing proposals for the state. Naturally some of the jargon was intended for larger populated areas--still basics are basics.

STRESSED:

1. CREATIVITY talk language of funding----- use exact language as in the question. A realistic approach.
2. TIMING March 15, funding cycle
3. GOALS life---long range--- -"needs assesment"
4. OBJECTIVES tie down---specifics here and now-----  
What I will see---observable- touch with ones senses.

PROBLEMS

1. LACK OF PLANNING What will the results be? A me---then situation
2. FAILURE TO DEMONSTRATE YOU HAVE NECESSARY SKILLS AND BACKGROUND TO IMPLEMENT PROJECT---demand a demonstration
3. COMMUNICATIONS must be "needs assesment"
  - a. Action-----intellectual commitment
  - b. Feelings---emotional commitment
  - c. Involvement---target groups for action
  - d. Power

Don't feel all problems need answers before starting project application.  
Body of knowledge available for organizational change.

Many publications were listed for further assistance, especially for school orientated situations(ESSEA--Title4) however Public Libraries have worked with School Libraries and come up with a goal, objective interaction- --beneficial to all concerned. A plus I personally, would like to see strengthened!

*Sydia*

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March 22, 1978

Trustees Present: Gail, Taylor, Harris, Wingard, McHugh, Baker

Librarian: Watson

The meeting night has been changed to the first Tuesday of the month. Due to this, the next meeting will be April 4.

Mr. Donald Jutton will be present and will discuss the future plans for expansion of the library at that meeting.

Norman Baker has submitted his resignation effective 4/1/80. It is not possible for him to be a selectman and a trustee at the same time.

Mrs. Watson informed the Board that the library now gets its mail delivered instead of having to go to the Post Office to pick it up.

The hours of the staff were discussed and the following were made

known to the Board:

Lydia	55	hours
Nancy	10	hours
Marilyn	16	hours
Kathy	0	hours

Kathy has asked for the months of April and May off. She has arranged for her hours to be filled by the available help.

At the next issue of the Meredith News an article will be included stating that there is an opening for a new trustee to fill the position of Mr. Baker.

The Audio-visual policy was reviewed by the Board. Mrs. Watson stated that the 16 mm projector is to be loaned to the organizations who helped pay for it. She said that this policy was established by the Trustees since it is such an expensive piece of equipment. Mrs. McHugh felt that it should be able to go out to patrons in good standing. Mrs. Wingard felt that people should not be held responsible for repair since general wear and tear is going to happen. A motion was made to amend the

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policy to read the one -10 mm projector may be loaned to any patron in good standing at the discretion of the librarian. The motion was seconded and passed by a voice vote.

The Town is considering a 4% cost of living increase in salary for town employees as of April 1.



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April 4, 1978

Trustees present: McHugh, Taylor, Harris, Tice, Wingard

Treasurer: Call

Librarian: Watson

An estimate of \$216.00 was received from Horne Electric for the rewiring of the needed outlets. The Board approved this sum and the work is to be done.

Re-organization of the officers of the Board took place. Accepting the position of chairperson was Ruth McHugh; secretary, Eileen Harris; Treasurer, Karen Wingard, and publicity, Kathleen Taylor.

The topic of the scheduling of staff hours was brought up and it was determined that the present situation is fine and all are happy with the hours that they have. Bill Call will be working almost full time as of May 1.

Due to the election of Norman Baker to the post of selectman, there is an opening on the Board of trustees.

Mr. Donald Jutton, Town Manager, came to discuss the report of Mr. Mirski concerning the redevelopment of the library basement. Mr. Jutton feels that if we are going to be looking for money to redo the basement now, we should take into consideration the possibility of the fact that we may regret doing so if in the future the possibility of a new facility comes along. Some of the townspeople may not let us forget the fact we had authorized work to be done in the library and then give it up for a new building or ask for more for an addition. Mr. Jutton and Mr. Mirski would like to see the building entered into the National Registry of Historic Buildings. If this is done, there may be some funding available for restoration of the building. Another route is applying for Public Works funding. Mr. Jutton stated that libraries seem to be a favorable institution when it comes to this type of funding. The library already

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has an application on file for this purpose. Since there are plans for expansion of the facility, we do not need to apply for funds to obtain any more plans. Mr. Sutton also informed the Board that the possible relocation of the Amalox Mill might open new avenues to the library. The Trustees decided we should wait and see how the Town fares in their bid to obtain federal funding for its projects.

The next meeting will be May 2.

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Aug. 1, 1978

Trustees present: Leahy, Harris, Taylor, Wingard, McHugh

Under old business, it was reported by Mrs. Harris that she had been in contact with the past secretary, Mrs. von Brockdorff, and that the missing minutes of the Board will be returned during the Labor Day weekend. Since the Town is in the process of microfilming the minutes of meetings of Town related boards., this information is needed.

Mrs. Watson reported that there has been some vandalism in the area of books at the library. The missing pages on solar power from the encyclopedia will be replaced with copies made from Mrs. Wingard's set.

Mrs. Torr has two remaining PLT courses to take.

The Town of Meredith is to hold an auction of town equipment on Aug. 5 on the library lawn.

Mrs. Watson brought up the subject of the state-wide library network. Since it has not been funded since 1972, there are problems beginning. The larger libraries in the network are being urged to "hang on" and perhaps funding will come or some other arrangement will be made.

The library received a request for our facility to join the Baker River Co\*op of which Warren is the center. Since there was not time enough to reply to this, Mrs. Watson decided that we did not want to join. It was further pointed out by her that this would not actually benefit us, only the smaller libraries of the north country. The Board agreed with Mrs. Watson.

The windows have been washed by Wein. Since this had not been done on a regular basis, the Board felt that there is a need to have repairs and upkeep spelled out in a contract.

Mrs. Watson said that the typewriter is in need of cleaning. The Board gave its approval to have it cleaned and felt that this should be done

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when it is necessary.

Mrs. Watson has found out that it is possible to buy supplies through the Town of Meredith at a reduced price. She wishes to look into this. The only problem is that the quality may not be as good as is now used. Automatic charging was the next subject on the agenda. The librarian would like to look into this area. With automatic charging, a patron would not be able to deny that he did not take the book out. This is an expensive system and at the present time the Board felt that we are not in need of such a complicated system.

Mrs. Torr reported that the summer reading club was a big success. Over one hundred children were present on each of the Thursday programs. The parents were also very pleased with the club this year, since there was such a wide range of material to read from. As in other years, the number of summer patrons out-numbered the number of townspeople. However, the number of townspeople in the program has been on the increase.

Mrs. McHugh feels that the first and second grade teachers should really be tuned into the program and thereby increasing the number of local users and members.

Next meeting is to be Sept. 5.

mPh  
1981

Receipts

Trust Funds	257.07
Interest	<u>25.92</u>
Total Receipts	282.99

Cash on hand 1/1/81	10,748.49
Receipts	282.99
Expenditures	<u>3,985.87</u>
Cash on hand 2/1/81	7,045.61

Library Trustees Meeting  
March 3, 1981

Present: Trustees Harris, Tice, Neidhardt, Olsen, Finleon  
Librarian Torr

The budget was discussed item by item and various trustees were assigned sections of the proposed budget to defend, if necessary, at the upcoming town meeting.

Mrs. Torr announced that because of personal problems, aide Kathy Morrison has requested a three month leave of absence. She will continue to work three hours each Saturday morning and will inform Mrs. Torr at the end of the three month period what she wishes to do about future employment.

Announcement of the May Library Conference at Waterville Valley was noted on the eighteenth and nineteenth.

A report was made by Eileen Harris of the meeting held by the town to consider possible uses of revenue sharing funds. Mrs. Harris suggested that the plans for an addition to the library be submitted as well as some provision for ramp access to the building to comply with state handicapped codes.

It was suggested that the trustees look into purchasing paper supplies in conjunction with the town offices in order to save costs.

The next meeting of the board will be Tuesday, April 7, at 5 p.m.

7044  
1981

	<u>Exp</u>	<u>Budget</u>
Salaries	4536.74	30,240
FICA	301.66	2,011
Printer	240.00	1,620
BC/BS	424.00	2,544
Pensions	75.36	600
Books/Magazines	823.11	9,500
A.V.	41.90	550
Supplies, Postage	191.41	2,000
Telephone	75.34	480
Electric	241.23	1,520
Oil	710.23	2,800
Water/Sewer		135
Copier	195.08	1,700
Meetings	54.50	450
Equipment		2,000
Fire, Liability, Boiler Ins.		1,250
Building Maintenance	3.00	750
Building Improvements		750
Bookkeeping		350
Miscellaneous	<u>21.00</u>	<u>250</u>
Total Expenditures	7,934.56	61,500.

MPh  
1981

Receipts

Trust Funds	656.80
Interest	<u>69.35</u>
Total Receipts	726.15

Cash on hand 1/1/81	10,748.49
Receipts	726.15
Expenditures	<u>7,934.56</u>
Cash on hand 3/1/81	3,540.08



## Bills:

Telephone	—
Books	199.11
Subscriptions	67.33
Supplies	28.00
oil	330.24
Electric	<u>131.50</u>
	756.18

## March Expenses

Salaries	2,500
ILCA	150
BC/BS	212
Pension	38
Copies	57
Telephone	<u>30</u>
	2987

Trustees Meeting  
April 6, 1981

PRESENT: Trustees Harris, Neidhardt, Mclear, Finleon  
Librarian Torr

Welcome was extended to the new trustee, Linda Mclear.

Items mentioned as being needed at the Library were a bubbler, a bike rack and storm door. Prices for these will be obtained.

It was also stated that a reconditioned Olivetti typewriter will be available for \$40 from the Town Office if we are interested in purchasing it. So voted.

The Trustees extended to Mrs. Torr the authority to call the Police Department if any patrons prove to be unruly or harass other patrons of the Library. There have been some difficulties with one of the older patrons within the last few months.

Prices for copies were raised to 15¢ and 20¢ (large size).

It was reported that Kathy is feeling much better and will be returning to work for 8 hours a week as of May 6.

Lydia has been elected vice-president of the DAC and will be hosting a meeting of this group at the Library next month.

Friends of the Library will be sponsoring a bridge on Mrs. Fisher's home on May 12.

Mrs. Torr attended the Concord hearings on State Library cuts.

A puppet show will be featured for National Library Week, which comes after the April school vacation period.

It was suggested and approved that the Library cooperate with the Parks and Playground program this coming summer.

It was noted that the Girl Scouts have volunteered to clean the Library lawn.

It was approved that estimates be obtained for painting windows, building shelves and rug cleaning.

The next meeting will be on May 5 at 7:30 at the Library.

Trustees Meeting  
June 2, 1981

PRESENT: Trustees Harris, Mclear, Finleon  
Librarian Torr

Some questions had been raised about the suitability of certain books and what the Library policy is. Copies of the policy were circulated and trustee approval given.

The end of the first five months finds the financial condition very good. The typewriter will be picked up at the Town Office shortly.

Several minor acts of vandalism were reported - including the smearing of some of the stencilled decor in the upstairs bath.

A brief report was given regarding plans for the summer program, which will feature a trip on the Mount Washington, a visit to Funspot and cooperation with the Parks and Playgrounds group.

The next meeting will be on September 8 at 7:30.

Trustees Meeting  
September 8, 1981

PRESENT: Trustees Neidhardt, Mclear, Parkman, Finleon, Olsen,  
and Harris

Secretary's and Treasurer's reports were given and approved.

Under old business, a ballpark estimate of \$450 for a new storm door was given. Other estimates will be requested from Pelczar and Lumbertown to compare with this from Gerrity's.

There is a desire to do something about a new sign for the Library. Estimates will be sought.

The issue of buying books through a cooperative was again raised. It was decided to wait for further discussion on this issue until Mrs. Torr could be present.

The non-resident fee will be raised to \$10 annually as of this October 1.

The Friends of the Library would be willing to pay for a bike rack having realized some \$275 from their book sale.

Flowers were sent to the family of former trustee chairman Kathleen Taylor. Friends of the Library are helping with meals.

Some thought was given to the need for increasing library bequests and the publicizing of same.

The Librarian's report was noted in absentia and is attached to this report.

Trustees Meeting  
November 10, 1981

PRESENT: Trustees Parkman, Harris, Neidhardt, Olsen, Finleon

It has been suggested that the Library consider submitting its building for inclusion on the National Historic Register. Mrs. Torr will attempt to contact the person within the town organization who aids in this process.

The treasurer's report indicated a possible surplus of funds at the end of the year which could be allocated to long desired and needed equipment purchases. Prices will be checked on desk calculator, card catalogue drawers, bike rack, bubbler, and desk light.

The Leo Nash Fund was established in memory of Mr. Nash and to purchase large print books.

Several Annalee dolls have been donated to the Library and are on display.

Copier prices are in the \$1,000 to \$1,200 range.

December 6 will be the annual tree lighting ceremony on the Library lawn.

The Snowflake Follies will be held to benefit the audio visual resources of the Library on December 8.

Budget figures were finalized and a copy of submitted budget is attached.

Next meeting will be December 8 at 7:30.

1/12/82

Present: Harris, Cushman, Finleon

Harris not running for re-election  
wants man to run

Selectmen accepted budget  
contingently (?)

Fountain - installation

raises

3.50

3.50

3.65

Trustees Meeting  
February 16, 1982

Present: Trustees Parkman, Neidhardt, Mclear, Harris, Finleon  
Librarian Torr

The Treasurer's report was discussed and mention made of the accounts payable section of the report and the addition of a special fund to hold monies for capital expenditures this year (roof repair and storm door). The copier expenditure will be distributed appropriately between 1981 and 1982.

It was also noted that the salary increases previously discussed would be within the budgetary guidelines if town meeting approves the requested budget and will go into effect as of April 1.

It was also mentioned that the front steps will probably require some repairs in the spring as the grouting is faulty and causing problems.

Mrs. Torr re-iterated the library policy of closing on days when the schools are closed. Notices have been printed and placed on the desk in case of questions from patrons.

Several memorials have been received by the library - a fund for Grace Baker will be used for the purchase of quilting books and a fund from Leo Nash (now at \$220) will be used for the purchase of large print books.

Mrs. Torr reported that circulation was up another 900 books over the same period last year and that the story hours will again be starting for a period of six weeks. Lydia also reported on her work with the Media Training Exploration Committee.

The next meeting will be held on the third Tuesday of the month (March 16) at 7:30 due to Town voting on the second Tuesday. It was recommended that for future meetings an agenda be prepared by the chairman for a framework for discussion.

Trustees Meeting  
March 16, 1982

Present: Trustees Neidhardt, Olsen, Cohen, Parkman, Finleon  
Librarian Torr

The Treasurer's report was presented and accepted. Concern was expressed about the recent action at Town Meeting and whether discussion of town salary cuts applied to the Library budget. It was generally agreed that the Library was not affected by the Town Personnel Plan and that our budget request for 1982 would stand. Mrs. Finleon will send a letter to the Town Manager indicating no change in our appropriation.

Mrs. Torr indicated some staff changes. Judy Knowles will be leaving town and Barbara Sanderson has been hired to act as her replacement. During the training period, Mrs. Knowles' and Mrs. Sanderson's hours will be split between the two. The exact date Mrs. Knowles will be leaving is uncertain.

The trustees inspected the recent installation of a water fountain across from the main circulation desk and authorized the purchase of some metal shelving for attic storage.

It was announced by Mrs. Torr that 36 small children had signed up for the spring story hour which will be starting this month, that Nicki Gilmore is taking a library training course in Rochester this spring and that the Meredith-Laconia Arts and Crafts will be sponsoring an eight-week quilting class at the Library. The annual Trustees Meeting for the state will be at Waterville Valley on May 16, 17 and 18 this year.

Mrs. Torr reported on our involvement with the Scrooge and Marley coop based in Franklin. This now enables us to obtain up to a 37% book discount and Brodart pays the shipping charges. The books will now be delivered to the Library here and we would not have to pick up books in Franklin as previously indicated. The trustees authorized our participation in this plan as the librarians judged it advisable.

Rachel Parkman was elected chairman of the trustees. Jane Finleon will continue as Secretary-Treasurer. It was suggested that the chairman prepare an agenda for each meeting and that she also take responsibility for reminding members of the meetings.

The next meeting will be held April 13 at 7:30 at the Library.



Trustees Meeting  
April 20, 1982

Present: Trustees Finleon, Cohen, Mclear, Olsen  
Librarian Torr

The Treasurer's report was presented. Discussion was held at length regarding the increasing expenditures for salaries. The trustees considered whether to limit hours more severely and/or to implement the raise schedule hoped for in this budget. After considerable discussion it was agreed that hours for part-time employees would be held to no more than 75 a week and that no staff raises would be implemented at this time. Should there be funds available at the end of the year, the trustees will consider giving bonuses.

It was also suggested that consideration be given to reviewing the town personnel policy and how our employees might fit into that. It was also hoped that at some future date increments might be given for schooling, etc.

It was mentioned that bags for books had given out and that the Village Savings Bank, which has supported this project for many years, would not re-order for us. Authorization was given to order new bags.

Some concern was expressed about the need for fire or smoke alarms in the building. Mrs. Torr was to check with the Town Office regarding this.

It was also noted that Pge Roofing should be contacted for the roof repair now that the winter was over.

The next meeting will be at 7:30 on Tuesday, May 11.

Trustees Meeting  
May 11, 1982

PRESENT: Trustees Cohen, Finleon, Mclear, Neidhardt, Olsen, Parkman

The Treasurer's report was presented and considered in light of expenditures for this part of the year. All items seemed to be on target as of the first third of the year.

Trustees dues for the year have been paid.

Announcement was made of the conference at Waterville Valley coming in May for trustees. Lydia and Nicki Gilmore will be attending.

Representative from the Fire Department visited the building at our request and recommended installation of another fire extinguisher in the balcony. The trustees authorized Lydia to make all purchases recommended.

Next meeting will be at 7:30 Tuesday, September 14.

Trustees Meeting  
September 21, 1982

PRESENT: Trustees Cohen, Finleon, Mclear, Parkman  
Librarian Torr

Word was received that Dana Wein would no longer be available for maintenance work as he will be moving to Massachusetts by mid October. The job description for janitorial services will be updated and an ad run in the Meredith News requesting bids on such services. Applications may be picked up at the library. Bids will be acted upon at the October Trustees meeting.

Concern was again expressed regarding the need for caulking the front steps. Main problem is finding someone willing to do so small a job. Bids will also be advertised for this.

Roof has been re-checked and it is felt that nothing needs to be done immediately.

The inspector for the local Fire Department has said that smoke detectors are not required but the trustees voted to install two anyway: one in the basement and one near the attic.

It was suggested that white lines be painted in the parking lot to help control the parking situation there. This has to be discussed with the Town and included in the highway budget appropriation for the new year.

It was voted to check on having an expert clean and repair the outside clock. Upon inspection of the return postcard presented, however, it was discovered that the Hollis Company representative would not be in the area until spring. Item will be re-discussed at that time.

It was suggested that some publicity should attend the celebration of the Meredith Library's 100th year. Suggested was an Author's Night with a wine and cheese party. Linda Mclear was appointed to chair a committee to deal with this event.

Budget considerations will begin next month.

This summer there were 258 participants in the Reading Club with a total of 3,309 books read and reported. This category includes two to ten year olds.

It was mentioned that some consideration should be made in the budget for the typing of the shelf list.

The next meeting will be on Tuesday, October 12 at 7:30.

Trustees Meeting  
Tuesday, November 9, 1982

PRESENT: Trustees Cohen, Mclear, Olsen, Parkman, Finleon  
Librarian Torr

The major discussion of the evening focused on the budget, a copy of which as submitted to the Selectmen is attached to this report.

Great concern was expressed over the matter of salaries and wages for parttime help, especially in view of the fact that no raises have been given to parttime help for two years and no merit raises for salaried employees for four. Mrs. Torr also requested that the total number of hours for parttime help be increased from 78 to 84 weekly. It was decided to offer raises of 12% to Mrs. Torr, 10% to Mrs. ~~Torr~~ <sup>Rushton</sup>, 7% to those employees who have Library courses to their credit, and 5% to all others.

It was also voted to increase the Library insurance coverage 20%. Jane Finleon will handle this with Horn Insurance.

It was voted to extend the following "salary adjustments at the end of the year if funds permit. Adjustments of \$200 each to Mrs. Torr and Mrs. Rushton, \$75 to Mr. Call, \$50 to Nancy Sherman, Nicki Gilmore and Judy Knowles, and \$25 to Barbara Sanderson. This is based roughly on hours worked and not on pay scale.

Other budget increases represent increases in Blue Cross/Blue Shield coverage and a recognition that maintenance on this building will be increasing annually.

The next meeting will be on Tuesday, December 13. (This meeting was cancelled.)

SAPT

9/13/83

McLean, Parkman, Olsen, Nichol, Finlora  
Loew

Summer: up over 2,000 materials  
R. Club successful  
N. Sherman out - broken toe

New typewriter - 114 - (25 for old one) Olympia  
(14 and up to use)  
70 service contract for IBM

Contract: Bartlett Maintenance  
\$40/week

Clock repaired

Sign: 150

William Call leaving Oct 12 - 3rd @ 7 gift certificate - bank check (?)  
Dick McCann - starting 23 hrs next week  
Party:  
Crossword Puzzle Club

Shelf for phone - estimate  
3rd tier for record tree

Cushion & back for rocker

Meeting on Oct 12 @ 7 for party

TRUSTEES MEETING

Date: 17 January 1984 (postponed from 1/10/84)

Present: Trustees Cohen, Mclear, Finleon, Olsen, Nichol  
Librarian Torr

The meeting began with a presentation from the American Legion of a flag for the library. Mrs. Torr accepted the gift which was given by Trustee Del Nichol.

A report was read from the New Hampton Slate Company which itemized various repairs needed for our slate roof. Although recommendations were given as to what to repair first, no dollar amounts or general figure regarding approximate cost was indicated. It was moved and seconded that such information be obtained by Mrs. Torr in order to help with our budgeting outlook. It was felt by the Trustees, however, that the \$2,500 repair fund was a necessary item in view of the report.

Some information was presented on steps toward making the Library a registered historic landmark. Mrs. Torr was given the names of Dick Matte at the Historical Preservation Society and David Ruell, who specializes in writing such applications, by the Town Engineer at the time of his inspection. Mrs. Finleon talked with Christine Fonda at the Historic Preservation Office and determined that there were no particular advantages or disadvantages one way or the other from a financial standpoint. Placement of the building on the register would insure that future alterations could not be made without maintaining the architectural integrity of the building. It was the feeling of the trustees that we should investigate just what such a process might cost should we pursue it.

Discussion was undertaken on the possibility of funding for improvements and/or addition to the library facilities. Mrs. Finleon had spoken with Roger Akley of the LRPC to determine if the grants due for expiration at the end of January would be of any value to the Library. It was the general opinion that the monies available would not be significant, that the work involved in preparing the proposal would be costly and that the Town of Meredith was already asking for funding for a project under the program so we would be competing. It was decided to proceed with a space needs study first and Mrs. Torr was asked to begin preparing some staff needs to be explored at future meetings.

It was decided that until all accounts for 1983 have been presented, the \$1200 bid for repairing the badly torn carpeting on the mezzanine, as presented by Harris Bros., was too high. Another estimate will be received before the next meeting.

TO: All Library Trustees  
FROM: Jane Finleon  
DATE: 24 October 1984

Enclosed are a number of items for your consideration and/or file, etc.

1. Budget: The budget as given to the Selectmen is enclosed. There is only one small change - under equipment a small reduction was made since the repairs on the existing typewriters will be made and paid for this year.

I did a small study after getting home on the amounts we have requested from the town over the past five years and the percentage increases. Results are as follows:

Year	Requested Amount	% Increase
1980	\$ 56,200	
1981	\$ 59,865	6.5%
1982	\$ 65,836	9.97%
1983	\$ 71,665	8.85%
1984	\$ 81,757	14.08%

In view of these figures and the fact that our salary figure will probably increase and that we are going to be asking for an architectural study of between \$3,000 to \$4,000, we may want to reconsider some of the items as presented.

2. A copy of the letter and Proposal Request for architects is enclosed. This letter was sent to the following architects. If you have someone that you would like to receive the information as well, please let me know.

Architects contacted:

Michael B. Ingram, 864 Elm Street, Manchester, NH 03101  
(Did Bedford Library)  
Richard H. Dudley, 99 North State Street, Concord, NH 03301  
Frank Adams of Wright-Pierce Architects and Engineers, One  
Middle Street, Portsmouth, NH 03801  
(Did Portsmouth and Dover Libraries)  
Paul Mirski, RFD #1, Shaker Hill Road, Enfield, NH 03748  
(Did code study for us several years ago)  
Christopher Williams, Box 656, Meredith, NH 03253  
(Arranged Historic Nomination Study for us, did  
Tamworth Library addition)

Specifically not contacted were:

John Carter (as suggested by our September speaker)  
Robert Lemire of Laconia (who did Gilford Library, which is  
on Register and which had to be re-designed because it  
didn't comply with regulations for funding)

If you have any comments or feelings on any of this, please let  
me know.

### 3. Suggested Resolution

I have also enclosed a proposed resolution for us to consider at  
our next meeting. I had hoped to do something of the sort in  
October but the need to go ahead with the Architectural Study  
this year changed my wording, etc. This is purely a suggestion  
as a way we might split what are going to be time consuming tasks  
and I would certainly welcome any suggestions or re-wording, etc.  
either before or at our next meeting. I'm not sensitive! Just  
thought if we had copies in advance, we all might be thinking  
about it; and I'm "on the road" so much lately that this is one  
way to communicate with you all at once - even if it is a bit  
impersonal.



LIBRARY TRUSTEE MEETING MINUTES: 4/13/85 Chairman: E. Olsen  
Vice Chairman: L. McLear  
Secretary: D. McNeish  
Treasurer: J. Finleon

Old Business

1. Budget figures were passed out and the board reviewed the statement of 4/1/85. J. Finelon indicated that \$1,000.00 originally allocated for the computer line item was removed by the selectmen.

New Business

2. Officers for the 1985-86 year were elected as follows:  
Chairperson: E. Olsen  
Vice Chairperson: L. McLear  
Secretary: D. McNeish  
Treasurer: J. Finleon
3. L. Torr suggested next year's '86-'87 budget reflect a line item breakdown for public scrutiny. J. Finelon stated that this might be a problem for the town.
4. L. Torr announced that D. McNeish and E. Olsen were sworn in as trustees during the week of April 5 - 12, 1985.
5. L. McLear indicated plans are underway for a May, 1985 fashion show at Millworks restaurant. Clothes from Trues, Sport Thoma and others will be featured. A portion of the proceeds will be donated to the library for new equipment.
6. L. Torr reported that architect Chris Williams has requested to meet with the Library Board in late May to begin the Architectural study. The Board approved his request as Chris is very busy with works in progress.
7. L. Torr reported that Nancy Sherman was appointed Library Staff liaison to the Library Board for the upcoming architectural study.
8. L. Torr reported that "Fathers United" is meeting the third Thursday of each month in the library to discuss issues of concern to them.
9. L. Torr reviewed Library child related and other upcoming activities including April 30 presentation at Elementary School by L. Torr and L. Bouchard on Chapter I. L. Torr will make a presentation to the Garden Club on May 16.
10. Discussion focused on the possibility of Library fund raisers over the summer. It will be discussed further at the May meeting.

11. L. Torr reported that B. Bartlett offered to spread wood chips around the building at cost of \$90.00. The Board preferred to handle this through the town and directed L. Torr to thank Mr. Bartlett for the offer.
11. L. Torr suggested that consideration be given to investigation of purchasing a new copier, one with better quality reproduction and faster copying. D. McNeish will handle contacts with copier companies to seek demonstrations prior to taking a request to the Meredith Rotary Club in early May.
13. Next meeting date was set for Sat., May 11, 1985 at 9 a.m.

Meeting adjourned at 10:20 a.m.

Those attending meeting:

L. Torr: Librarian  
D. McNeish: Trustee  
D. Nicoll: Trustee  
L. McLearn: Trustee  
E. Olsen: Trustee  
J. Finelon: Trustee

Respectfully submitted,

*Duncan McNeish*

D. McNeish, Secretary

MEREDITH PUBLIC LIBRARY

LIBRARY TRUSTEE MEETING MINUTES

JUNE 8, 1985

PRESENT: J. Finleon, D. McNeish, D. Nicoll, E. Olsen, R. Parkman, L. Torr

OLD BUSINESS:

1. Secretary's Report of Minutes. (Move to accept-D. Nicoll, Second by R. Parkman and unanimously accepted.)
2. Treasurer's Report -- J. Finleon reported an increase in insurance premiums as a result of higher insurance costs.
3. Discussion on copier -- the need is great now! Library staff is in favor of leasing a RICOH 3050 with enlargement capabilities. D. Nicoll made a motion to lease it now. Seconded by R. Parkman. D. McNeish will contact Taft Business with regards to leasing now. Accepted unanimously.
4. D. Nicoll moved to change roof repair account, amount \$2500.00, to General Fund. Seconded by D. McNeish. Board passed unanimously.
5. Fashion Show overall good P.R. although the turnout was small.
6. L. Torr's Garden Club presentation on May 16 was well received.

NEW BUSINESS:

1. J. Finleon's resignation was read by E. Olsen. Accepted with regrets and appreciation for her years of service. There will be a search for replacement as Trustee Treasurer was given to L. Torr.
2. D. Nicoll reported on Library Trustee Meeting of May 22nd in Concord. Meeting was well attended and very informative.
3. L. Torr elected President-elect of New Hampshire Library Association at the Bretton Woods conference on June 4. Her election was enhanced by support from State Librarian and larger libraries throughout the state.
4. L. Torr and C. Williams met on June 6 to begin Phase I of renovation project. They will meet again on June 20 to rewrite Library use survey for summer patrons to be issued in mid-July.
5. Reading Clubs will begin June 23. L. Bouchard will be the coordinator. L. Chickering will work this summer and will collate copying for the renovation project. J. Knowles will be leaving for the summer.

6. L. Torr requested Trustees approve the refill of helium tanks for balloons for the Library-sponsored Children's Parties, etc.
7. L. Torr asked that Library participate in July 6 Main Street Merchants' Sale. She suggested note cards be prepared by Mr. Kannady for sale throughout the summer and year to benefit the New Equipment Fund. Book Sale will be July 6 from 8:00 am to 12:00 pm. D. McNeish will contact Hart's in regards to Ice Cream - donations for sale. McNeish moved, Olsen seconded and passed unanimously.
8. Midnight Madness - August: Library to be open. J.B. Scoops donated ice cream to be sold, Book Sale, and Balloons for sale.

NEXT MEETING SATURDAY, SEPTEMBER 14, 1985 9:00 a.m.

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING MINUTES

DATE: September 28, 1985

PRESENT: E. OLSEN, R. PARKMAN, L. MCLEAN, D. NICOLL, N. SMITH, W. LOWIH,  
D. MCNEISH, C. WILLIAMS (ARCHITECT), L. TORR

Architects Report on Renovation Progress:

Chris Williams, Architect, reported that plans for renovation are well underway. He added that needs are great and space in which to expand, while Library remains open, is limited.

Questions and Issues Addressed:

Parking, Sealing Basement, Renovation while Library remains open, Meeting Space.

Mr. Williams projected that by the end of October, early November, he would have schematic plans and budget figures for review by the Board to allow plenty of time for additional review prior to discussing with Town in early thru mid-December.

- OLD BUSINESS:
1. Secretary's Report - was presented by E. Olsen and accepted without discussion.
  2. Nancy Smith was welcomed by E. Olsen as the Board Treasurer. Treasurer's Report - was reviewed and motion to accept was made by D. McNeish and seconded by L. McLean. Passed Unanimously.
  3. J. Finle~~an~~ sent a thank you note which was read and appreciated.
  4. Secretary was directed to place an ad in paper re: Monthly Trustee's Meetings announcing times and dates.
  5. Midnight Madness - at the Library earned \$107.00. Judged as a success and will be done again next year.

NEW BUSINESS:

6. Proposed Bartlett Maintenance Service Contract - was reviewed and discussion ensued. The Board decided to consider quarterly payments to Bartlett.
7. Letter from Town - requested '86-'87 Budget figures as soon as possible. (dated Sept. 24, from J. Bavis)
8. L. Torr seeking a Children's Coordinator for Library and asked that Board allow special presentations at \$3.50/hour until someone is found for 20/hours per week. Motion was made, seconded, and unanimously accepted.
9. W. Lowth was welcomed as a new trustee to replace J. Finlean.
10. Annual State Library Trustees Meeting is October 2, 1985 at the Margate. L. Torr, E. Olsen, and D. Nicoll will attend.
11. CAP will be mini-busing senior citizens to the Library on October 23rd.
12. A 100.00 Bid was presented for the old copier and was accepted unanimously.

NEXT MEETING:

SATURDAY, OCTOBER 26, 1985 at 9:00 A.M.

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING MINUTES

Saturday, October 26, 1985

Attending: L. Torr, D. Nicoll, N. Smith, W. Lowth, E. Olsen,  
D. McNeish, C. Williams, Architect.

Architect's Report - Chris Williams introduced the blueprint schematic: Need between 7 - 10,000 sq. ft. He recommends an addition rather than only building renovations.

Site Plan - Recommends brick addition to extend toward front of adjacent church, to include large arched window. Keep existing Library prominent, with addition lower than present structure.

Main Level Plan - Need to create distinct spaces. Keep front rooms as they are, (reading rooms). New addition to include small meeting room, to accomodate 30.

Upper Level Plan - Young adult area for existing structure. Bathroom to become staff workroom or office. Stairs to be removed. Large meeting room for addition-"Pit". Structure with tiered seating for children. Large meeting room for 50.

Lower Level Plan - New addition to be study area. Existing area to be a booksale and storage area with rear area to be stack and study area. This allows room space for additional expansion.

Addition to Library will require additional staff to operate for service. Addition construction of about 4,000 sq. ft. added to existing 5,400 sq. ft.

W. Lowth raised concern about lack of visual control for entrances. L. Torr not comfortable with stack area in lower level. Suggested that stack area and magazine area, (main library use area), be on the main level.

C. Williams distributed an accompanying Budget projection sheet to show a low of \$451,550.00 to a high of \$597,303.00 with related costs for boundary survey, legal, furnishings, equipment clerk of works, etc.

\$21.00 to \$30.00 per square foot  
Also basement asbestos removal at \$5,000.00 to \$12,000.00.  
Sitework minimal - \$10,000.00  
" maximum - \$25,000.00

(over)

OLD BUSINESS

SECRETARY'S REPORT

D. Nicoll moved acceptance, W. Lowth seconded. Approved unanimously.

TREASURER'S REPORT

N. Smith reviewed building maintenance, supplies and janitorial accounts. W. Lowth moved acceptance and D. Nicoll seconded.

NEW BUSINESS

B. Bartlett will accept quarterly payment for maintenance contract.

Marilyn Hautula hired as Story Time lady for six weeks beginning October 23rd.

Jean Maloney will be Art Outreach person - Bulletin Boards and Children's programs in absence of a children's coordinator.

CAP began October 23rd mini-busing.

As President-Elect, Lydia Torr is responsible for all aspects of the November 7th New Hampshire Library Association Fall Progress and Business Meeting at Woodbound Inn in Jaffrey, N.H.

L. Torr suggested that the Trustees consider a yellow pages listing for Library.

L. Torr requested a Holiday Schedule. Close December 21-26 and 28th through January 2nd at 8:00 a.m. Moved by D. McNeish and seconded by D. Nicoll.

L. Torr to seek carpet shampooer during holiday closed time.

L. Torr requested an increase for Library part-time staff. *Currently* \$4.50 - \$5.50 part-time and \$7.31 full-time (Lydia) Marilyn - \$5.73. D. McNeish recommended ~~\$7.60~~ for L. Torr, ~~\$6.00~~ for M. Rushton. *6.70* Seconded by W. Lowth, and passed unanimously.

Budget - D. Nicoll proposed 1986-87 at 5% increase excluding salaries. Seconded by D. McNeish and passed unanimously.

NEXT MEETING SATURDAY, November 23rd at 9:00 a.m.

ADJOURNED at 11:05 a.m. (moved D. Nicoll and seconded by W. Lowth.)

Respectfully submitted

*Duncan McNeish*  
Duncan McNeish  
Secretary



MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING MINUTES

Saturday, November 23, 1985

ATTENDING: L. Torr, D. Nicoll, N. Smith, E. Olsen, D. McNeish,  
C. Williams, (architect), B. Lowth.

ARCHITECT'S REPORT: C. Williams mad a correction to high \$  
addition cost: was \$597,303. and should be \$645,200. because  
of \$40,000. elevator cost. Chris presented new (revised)  
schematic plan.

PROPOSED CHANGES: Only one Library function room rather than  
several multipurpose rooms. No work on basement - lower  
level - except for water-proofing. Chris familiarized the  
Board about more definitive items as outlined on schematic  
plans.

NEW PLAN BUDGET: (Due to Above) is projected to be between  
\$426,975. and \$608,400. Major changes were renovations and  
furniture and equipment.

PLAN PROPOSAL: Moved by D. Nicoll, seconded by W. Lowth,  
voted for unanimously. Not to exceed \$678,400. including  
\$70,000. in related costs - survey, legal, furnishings,  
equipment, clerk of works, reimbursables.

OLD BUSINESS: Secretary's Report: moved by D. Nicoll, and  
seconded by W. Lowth. Unanimously passed.  
1986-87 Budget - was distributed by N. Smith with a worksheet.  
D. McNeish moved Budget prepared with figure of 87,990 be  
approved. Seconded by D. Nicoll.

NEW BUSINESS:

NEXT MEETING: Saturday, December 14, 1985 at 9:00 a.m.  
Selectmen invited for Library Tour at 10:00 a.m.

(MEETING ADJOURNED AT 10:45 A.M.)

Respectfully submitted,

*Duncan McNeish*

Duncan McNeish,  
Secretary