

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

## MEREDITH PUBLIC LIBRARY TRUSTEES MEETING

MINUTES - SATURDAY, MARCH 22, 1986 9:00 a.m.

Attending: B. Roberts, L. Torr (Librarian), N. Smith (Treas.),  
D. McNeish, W. Lowth, E. Olsen, C. Williams (Architect),  
J. Bonafide (P.R. Consultant).

### OLD BUSINESS

Architect's Report: C. Williams reported that he expected Phase I bids to go out July 1st-August 1st. L. Torr raised a concern that May 31st to July 1st would be better to maximize summer patron interest and involvement. She advised groundbreaking for NLT mid-summer. C. Williams will discuss the timeline and town considerations with Mr. Meserve, Town Manager. C. Williams suggested public bids were the type the town would solicit and he and Mr. Meserve will work on pre-qualifications for bidders prior to the announcement for bid acceptances. C. Williams asked the Trustees if they wanted him to contact several surveyors. W. Lowth suggested H. Woods, and it was decided that only H. Woods would be contacted. C. Williams advised that the asbestos in the Library basement be removed or encapsulated as soon as possible. W. Lowth asked Mrs. Torr to contact several removers for review and bids to be presented at the April Trustees' meeting. C. Williams also suggested that consideration be given to development of a small park area to the front of the Phase I and Phase II additions. C. Williams presented the Trustees with The Architect's Agreement. Move was made by D. McNeish to accept and seconded by B. Roberts. Unanimously accepted.

P.R. Consultant's Report: Mrs. J. Bonafide presented and reviewed her P.R. plan for the Library. W. Lowth suggested copies be made at his office to be distributed following the meeting to each Trustee. Thanks from all were extended to Mrs. Bonafide for her timely efforts on the brochure and plan and coordination with the Board prior to Town Meeting. She is under contract to the Library until April 25th, 1986.

Treasurer's Report: N. Smith noted that 6900.00 remains in the budget until April 15, 1986. B. Roberts moved acceptance and D. McNeish seconded. Accepted unanimously.

NEW BUSINESS

L. Torr proposed that Nancy Sherman be offered \$6.00/hr now that she has concluded her public library tech course, (current pay is \$5.50/hr). Moved by D. McNeish; 2nd by B. Roberts. Passed unanimously. Subject to \$ availability in budget to be determined by L. Torr and N. Smith. Judy Knowles will be returning as a Library Aide.

UPCOMING DATES:

April 2, 1986	Presentation to Meredith Rotary McNeish, Torr, Williams.
April 14, 1986	Tentative - Presentation to School Board McNeish, Torr, Williams
April 12, 1986	TRUSTEES' MEETING at Library 9:00 a.m.

*Respectfully Submitted  
Dorcas McNeish  
Secretary. 3/26/86*

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING MINUTES April 12, 1986

Attending: W. Lowth, D. McNeish, D. Nicoll, N. Smith, E. Olsen,  
L. Torr, J. Bonafide.

Old Business:

Secretary's Minutes - March 22, 1986 meeting.  
Moved by W. Lowth and seconded by D. Nicoll--Accepted  
unanimously.

Treasurer's Report - N. Smith presented '86-'87 budget.

New Business:

D. McNeish and L. Torr reported on their meeting April 9th  
with Rotary. D. McNeish suggested that a presentation to  
the School Board be made.

W. Lowth reported on his findings from contacting the  
consultant, Mr. Doug White. W. Lowth will invite Mr. White  
to the May 10th trustee's meeting.

D. Nicoll handed out a sheet about the N.H. Library Trustees  
Association meeting on Wednesday, May 21 at the King's Court  
in Plymouth/Campton, N.H. He urged as many trustees as  
possible to attend. L. Torr reported that Judy Knowles is  
back at work at the Library; her spring directorship of  
Guys and Dolls at Inter-Lakes High School was a success.  
Great Books classes will be held on Thursday evenings  
beginning April 17th. Lydia taught a PLT course on March 21  
in Concord. National Library Week was this week. Judy  
Knowles will coordinate the monthly calendar of events  
for service and P.R. promotion.

Friends of the Library will hold thier first revitalized  
meeting on Tuesday, April 21st at 7:30 pm at the Library.  
Sandra Mucci and Kirstin Anderson Eldridge will Co-chair:

Important Dates:

August 15th -- Groundbreaking, Midnight Madness

Labor Day Weekend -- Arts and Crafts Festival

September 12 -- Chamber of Commerce/Fall Festival

D. McNeish suggested that a trustee or several attend the April 15th meeting of the Friends.

P.R. Consultant's Report --

J. Bonafide indicated that N. Gilmore will act as Fund Researcher and contact person to catalog various funding options and corporate/public donors, endowments and guaranteed non-municipal funding. These funds will be necessary to pay for increased costs and needs associated with the future success of the Library and its expansion.

She reviewed proposed summer fund-raising activities included in her Meredith Public Library campaign plan. She suggested a summer fund goal be set for the summer campaign. Such a campaign should be led by a Trustee. A significant person in the community should Chair - perhaps a Banker). Focus on three events:

1. Groundbreaking.
2. Labor Day
3. Mid-Sept. The general campaign plan was reviewed.

T-Shirts, Sweatshirts, aprons, baseball caps with MPL logo were items of interest for summer campaign event sales.

D. McNeish was appointed to approach The Friends on Tuesday, April 21 to request funds to purchase the preparation of such sale items.

Meeting adjourned at 10:45.

*Respectfully submitted,  
Dorcas McNeish  
Secretary*

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING MINUES - May 10, 1986

Called to order at 9:05 am:

Attending: D. Nicoll, B. Roberts, W. Lowth, D. McNeish, S. Seldon,  
E. Olsen, N. Smith, L. Torr, D. White

Planned Giving Consultants, Inc., Doug White, from Manchester,  
presented the various services offered by his group -  
Feasibility Study:

- A. Proposals for donors - construction of capital campaign.
- B. Advice to potential donors on how to give - Re: Taxes.
- C. Creation of vehicle to continue capital giving.

Feasibility Study:

1. Case Statement - Look at potential donors - where are they? What gifts can we expect? Corporations? Small Businesses? Why is my money important to the Library?
2. Timeline
3. Goal
4. Accomplishment

Mr. White discussed Foundation status and ways to establish such to aid the Library directly - through the IRS - a Foundation can be a funnel for gathering funds for the Library's future needs. Mr. White recommended a local attorney be consulted relative to Library Foundation establishment - use of the Town's attorney was discussed.

Planned Giving Consultants' Concept Costs: Approximately \$800.00 per day, depending upon the number of days used. This does not include the Feasibility Study (\$1,800.00). Mr. White's associate, Mr. Arthur Ingraham, would likely be the daily consultant to the Library.

Mailing costs, etc., will add to the fee and could be as high as \$22,000.00 for the year. Payment is on a monthly basis for billing except for the Feasibility Study which is an immediate \$1,800.00 cost.

Discussion: Is there a potential in Meredith to raise \$500,000.00 for Phase II expansion?

D. McNeish requested references from Notre Dame College, Phillips-Exeter Academy and Norwich University.

OLD BUSINESS

Secretary's Report - April 12th meeting:

Reviewed by the Board, moved acceptance by W. Lowth, seconded by D. Nicoll and accepted unanimously.

S. Seldon: New Trustee was welcomed by the Board.

Budget: Presented by N. Smith to include an update to April 30th. Moved acceptance by W. Lowth, seconded by D. Nicoll and accepted unanimously.

NEW BUSINESS

Nomination of Officers: 1986-87

Chairman	D. McNeish
Vice-Chair	D. Nicoll
Secretary	B. Roberts

Moved by W. Lowth, seconded by B. Roberts and accepted unanimously.

NHLTA Meeting - May 21: King's Court Inn in Plymouth/Campton. D. Nicoll - The MPL Trustees will make a 3:00 pm presentation on expansion at the Library. Del encouraged all to attend if possible.

Planned Giving Consultants' Presentation: W. Lowth suggested we approach the Town for the \$1,800.00 Feasibility Study amount.

D. McNeish and L. Torr will meet with the Town Manager, E. Meserve, to discuss. Duncan will speak to Attorney, Kevin Sullivan, about Foundation status and establishment in time for Fall fundraising campaign.

Motion to pursue Foundation establishment: Moved by S. Seldon, seconded by W. Lowth and approved unanimously.

Phase I Update: Duncan indicated that C. Williams reports that progress is on schedule for bids to go out next month - June. Duncan will ask C. Williams and J. Bonafide to be at the June 14th meeting.

Friends of MPL - Update on T-Shirts: Duncan indicated all that was needed was a \$400.00 check payable to Freedom of Expression for a deposit on the twelve dozen T-shirts and the two dozen aprons. The Board favored "Finish The Bridge, Raise the Roof" as the slogan for both.

N.H. Library Association Grant Update: Duncan reported that he had received notification from State Librarian, Matt Higgins that Library Services and Construction Act Title II money will be available in N.H. \$163,695.00 for State. Final applications must be filed by July 1st. Duncan and Lydia will make application with assistance from C. Williams and possibly J. Bonafide.

Future Meetings:

Duncan suggested that summer month meetings be held at The Belknap Bank and Trust's meeting room. He will contact Dorothy LaFond, Manager to seek permission to use the meeting room.

June 14	9:00 am	June Trustees Public Meeting
July 5		MARKET DAYS
July 12	9:00 am	
August 9	9:00 am	

MEREDITH PUBLIC LIBRARY

Minutes

Trustee's Meeting  
Wednesday, June 18, 1986

Present: (Trustees) W. Lowth, D. McNeish, D. Nicoll, E. Olsen, B. Roberts, S. Seldon, (Librarian) L. Torr, (Friends Chair) Sandy Mucci, (Architect) Christopher Williams, (P. R. Consultant) J. Bonifant

The agenda which was distributed earlier by Trustee Board Chair, Duncan McNeish was followed with the meeting opened by the reading of the minutes of May 10.

1. Minutes

Minutes were approved with one addition: that B. Roberts would check the references on D. White and would contact other possible consultants for the Fund Campaign and report to the trustees at the June 18 meeting.

1a. D. Nicoll reported on the Spring Statewide Meeting of the Boards of Trustees. It was well attended and successful. The Fall meeting is scheduled Wednesday, October 1 (9:00-5:00) at the Margate with the theme being "Literacy."

2. Library Development Fund Report

It was reported by Chair<sup>r</sup> McNeish that he and S. Mucci went to the Meredith Selectmen, Monday, June 16 for the establishment of the separate funds, one for 2nd phase construction and one for equipment and improvement. There is still need for clarity in the wording of the selectmen's minutes regarding these funds. It was moved and seconded that W. Lowth be appointed chair of the Development Fund with McNeish and D. Nicoll to assist him as a committee. MOTION PASSED UNANIMOUSLY.

It was decided that W. Lowth would request a letter from the selectmen to the trustees suggesting our proper course of action regarding the establishment of the two fund accounts.

Further information is that all trustees will need to be bonded as representatives of the Town of Meredith.

The bond to fund the Phase I construction will be funded over a two year period via town taxes; hence, there will be \$112,000 available the first year and \$109,000 the second year.

3. Architect's Report.

C. Williams reported the timetable of bids and construction may be slightly delayed. There were some issues regarding the bidding procedure and available contractors, the need for clarity on the building line and zoning, and the need to keep the Town updated on



what is happening.

W. Lowth and L. Torr will assist Mr. Williams in settling details of the plans regarding type of windows, floor coverings, etc.

#### 4. P. R. Consultant's Report

J. Bonifide updated the trustees on the progress of the public relations events such as the Read-a-thon, the brochures, bulletins and the T-shirts. Words of deep appreciation by D. McNeish on behalf of the Board of Trustees were expressed to Ms. Bonifide for her very imaginative and effective plans and products to benefit the building of the addition.

(The Agenda was reordered due to some scheduling problems for the attending non trustees)

#### 8. Art Collection Donor Issue

L. Torr reported that a donor of a work of art who wished to remain anonymous had sent a letter outlining stipulations with the gift. A discussion ensued regarding our policy on stipulations. It was decided to review the Newport gift policy submitted to trustees earlier this month and to discuss at the July meeting the establishment of a new policy and the particular gift offered. In the meantime McNeish and Torr will meet with the donor to apprise him of the progress of the discussion.

#### 12. Asbestos Removal

The asbestos removal is completed and payment will be processed.

It was decided to ask N. Smith, Treasurer, to prepare a cash flow projection to the Town for the use of the Phase I funds.

#### 6. Friends' Summer Activities

S. Mucci reported that the balloon selling was successful, that Market Day pie sale will be Saturday, July 5, where there can be a sign up for new Friends of the Library. She reported that the Junior Friends were organizing. Appreciation was expressed to the Friends for the monies to purchase the T-shirts which are selling very fast. New orders will be necessary immediately.

#### 13. Book Security System

The wiring for the security system will be done during Phase I and the purchase of sensor panels will be delayed until later when we have sufficient funds.

#### 7. Librarian's Report

L. Torr reported on her responsibilities as the newly elected President of the State Library Association and the impact it will have on her hours at the Library. Though she is contracted for 38 hours per week, she gives considerable more time voluntarily for the good of

the Library. It was noted that her election as State President was a credit to the Town of Meredith. Ms. Torr noted that her itinery is posted in the Library, adding that she returns phone calls between 3:00 and 4:00 P. M. daily.

Ms. Torr also noted that at the July meeting we must deal with the Library Accreditation Standards.

#### 9. Book Fines

L. Torr reported that she would like to establish a new "Conscience Jar" for fines for overdue books be placed on the counter to encourage returning of books and payment of fines without offending the users. It was moved and seconded that this be done. MOTION PASSED UNANIMOUSLY.

#### 10. Library Grant

It was reported by D. Nicoll that the proposal for the grant cannot be sent until the actual bids for construction of the Library Addition are established.

#### 11. Bartlett Maintenance Letter

A letter was read from the Bartlett Maintenance to the Trustees regarding payment in a timely manner.

There was discussion of the terms of payment of all bills by the treasurer with the conclusion that it was better to pay bills in a timely manner to insure that the Library maintain its good public relations with vendors and that the interest earned by delay was greatly offset by creating a bad public image of the Library.

D. McNeish agreed to contact Mr. Bartlett asking him to state his payment terms more clearly in the future. Mr. McNeish would instruct the treasurer to pay him.

#### FUTURE MEETINGS SCHEDULED

July 9, Wednesday at 7:15 (Note change!), Library

July 30, Wednesday at 7:30, Library (Ground Breaking)

August 6, Wednesday at 2:00, Library (Bid Opening)

The Meeting was adjourned at 10:25 P. M.

Respectfully submitted,

Betty H. Roberts,  
Secretary

AGENDA

July 9, 1986

Library Trustees Meeting

7:15 P. M., Meredith Library

- |   |                |
|---|----------------|
| 1. Minutes of June 18 Meeting<br>Secretary            | Betty Roberts, |
| 2. Treasurer's Report<br>Treasurer                    | Nancy Smith,   |
| 3. N. H. Library Association Grant                    | Lydia Torr     |
| 4. Gift Policy and Proposed Gift of Art               | Lydia Torr     |
| 5. Friends Report                                     | Sandi Mucci    |
| 6. Architect's Report                                 | Chris Williams |
| 7. Groundbreaking and Dedication                      | Duncan McNeish |
| 8. Report on Trust Funds                              | Bill McNeish   |
| 9. Librarian's Report                                 | Lydia Torr     |
| 10. Public Relations Efforts<br>through October, 1986 | Duncan McNeish |

MEREDITH PUBLIC LIBRARY

Minutes

Trustee's Meeting  
Wednesday, July 16, 1986

Present: Trustees W. Lowth, D. McNeish, D. Nicoll, E. Olsen, B. Roberts, S. Seldon.

The meeting was held in E. Olsen's home as an extra meeting since a quorum was not present for the scheduled meeting of July 9.

Two major items were discussed and voted upon.

1. The Gifts Policy of Meredith Public Library was discussed in light of two written documents for review. The first was a policy developed by Duncan McNeish, Board of Trustees Chair, and Lydia Torr, Librarian. The second document was a review of that policy with some specific suggestions for inclusion prepared voluntarily by Attorney Kevin Sullivan. Word from Attorney McLaughlin for the Town of Meredith is yet to be received.

Chair McNeish informed the trustees that the anonymous donor of a work of art was being kept informed of our progress toward a gift policy.

It was moved, seconded and unanimously approved that the Library Gift Policy of July, 1986 be an integration of the July 8, 1986 letter from Atty. Sullivan and the policy developed by McNeish and Torr and be effective immediately.

It was decided that Chair McNeish would write the donor of a work of art that we would accept the gift without restrictions, but that we would arrange to accommodate his input as much as possible.

2. A reaffirmation of the position of Treasurer of the Meredith Public Library to be held by Nancy Smith from June 30, 1986 to June 30, 1987 was voted for unanimously. Ms. Smith was present to aid in our discussion of the following items of information.

Information items:

1. Town Manager Meserve informed Chair McNeish that the Board of Trustees is responsible for any attorney fees, even those from the Town Attorney.
2. W. Lowth received a letter from Attorney McLaughlin designating him in charge of the Trust Funds and Reports.
3. W. Lowth is the designated Clerk of the Works for the Phase I Construction Project. As such, he will oversee and dispense the funds for construction as appropriate.
4. A discussion was held regarding the need for clarification of

which Trust Funds are the responsibility of the Board and the proper handling of those funds. Funds such as the Levitt Funds are presently dispersed by the Town. W. Lowth, D. McNeish and D. Nicoll will approach the Town selectmen regarding the appropriate distribution of those funds, relying on State of New Hampshire Guidelines.

#### DATES TO REMEMBER

- July 25, 1986 Bids out to Contractors for Phase I Construction
- August 6, 1986 BOARD MEETING, 7:30 P. M., Library, to prepare for Groundbreaking Ceremony
- August 15, 1986 Midnight Madness - Friends of Library will arrange the Library participation, from 7:00 P.M. to 12:00 A.M.
- August 22, 1986 Bids closed.
- August 25, 1986 Groundbreaking Ceremony, 7:00 to 8:00 P.M. Private Reception by invitation, 8:00 to 9:00 P. M. Public reception. The trustees and Friends will bear the costs of the receptions.

#### REGULAR SCHEDULED TRUSTEE MEETINGS

- Wednesday, September 10, 7:30, Library
- Wednesday, October 8, 7:30, Library

*Respectfully submitted,  
Betty H. Roberts  
Secretary*

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#### TRUSTEES ADDRESSES AND TELEPHONE NUMBERS (Tear this off for use throughout the year.)

C.W.H. Lowth, Jr.,	P. O. Box 625, Meredith 03253	Tele: 279-6538
Duncan McNeish,	P. O. Box 762, Meredith 03253	Tele: 279-4474
Delancey Nicoll,	Wotunda Shore Drive, Meredith	Tele: 279-4300
Evie Olsen,	P. O. Box 852, Meredith 03253	Tele: 279-6715
Betty H. Roberts,	P. O. Box 1485, Meredith 03253	Tele: 279-6241
Sherman W. Selden,	RD 2, P. O. Box 1063, Meredith	Tele: 279-8391

MINUTES  
Board of Trustees  
Meredith Public Library

Special Meeting, August 20, 1986

Present: Duncan McNeish, Ch., Sherman Selden, Betty Roberts, Trustees  
Eric Meserve, Town Manager, Jack Cilly, Town Engineer, Chris  
Williams Architect, Sandy Mucci, Pres. Friends of the Library, and  
Jeff Parks, Sugarloaf Mountain Builders.

The major issue under discussion was the bids received for the library Phase I construction. The bids were much higher than the budget approved by Town Meeting. Mr. Williams noted that the figures which led to the town approved budget had been reviewed and approved by Antell Construction. However, Antell's bid on the project far exceeded the budget of 204,000. A number of reasons for the inflation in construction costs were presented by Mr. Williams.

1. The stairlift company had changed the sq. footage to 400 which increased the cost by \$50,000.
2. Material cost had increased from 15 to 20% which added \$12,000.
3. Labor costs increased by 10%, adding \$15,000.
4. The chair lift cost added another \$10,000.
5. Builders are extremely busy..as demand increases, price increases adding about \$20,000.
6. The steel construction for Phase II added another 10 to \$15,000.

Other costs which increased were overhead, winter heating for construction of concrete and work space.

The options were discussed and Mr. Williams suggested the following Options:

1. Reject the two bids.
2. Do Phases I and II simultaneously to save money with the projects to be bid prior to Town Meeting in March '87 for the exact price.
3. Go for general bids again.

(Mr. Ambrose, selectman arrived for meeting)

Some discussion with Mr. Parks about possibly adapting the plan to the remaining 180,000 left for Phase I took place. He then left the meeting.

Further discussion of the options occurred and then Mr. Meserve recommended:

1. Build minimum handicap accessible construction that would be acceptable to the State and Feds. (This would probably mean throwing away \$112,000 to meet the requirements.)
2. Try to complete both phases for 7 to 800,000 and get Town Meeting to approve fund in March '87 for it.
3. Negotiate after rejecting public bids with lowest bidder or seek another low bidder.

No final decisions were made at this meeting, but it was left that Mr. Meserve would explore with the State what options the Town had regarding the handicap access requirement and the loss of state funds. He said he would let Mr. McNeish know the answer by the Friday following this meeting.

Respectfully submitted,

*Betty H. Roberts*  
Betty H. Roberts, Trustee +

Secretary

MINUTES

Meredith Public Library  
Board of Trustees

September 3, 1986

Present: Duncan McNeish, Ch., Wm. Lowth, Sherman Seldin, Evie Olsen, Betty Roberts, Trustees. Guests: Jackie Bonafide, Chris Williams, Jeff Parks, Lydia Torr, Nancy Sherman, Barbara Sanderson, Norma Gilmore, Marilyn Rushton.

The minutes were read and approved.

Reports were presented from Chris Williams, Architect and Jeff Parks, contractor regarding Phase I addition, revised plans.

A request was made for contingent approval in order to get the project started.

A discussion was held regarding the Town of Meredith's responsibility, the trustees taking care of allowances and the Friends and Trustees doing painting and staining.

It was moved by Wm. Lowth and seconded by B. Roberts that we go ahead and contract with Sugarloaf Construction, Jeff Parks, contractor for Phase I contingent on the price being \$169,000, to start as soon as possible. MOTION PASSED UNANIMOUSLY.

Duncan McNeish suggested that a meeting with the Town Manager be set up as soon as possible with Lowth, Williams and himself.

On October 16 the Town Selectment will be informed of our progress and an effort to get Mark Hammer, Town Engineer to strip the loan as soon as possible.

Wm. Lowth moved and S. Seldin seconded that we accept the challenge grant from the Clapps. MOTION PASSED UNANIMOUSLY.

B. Roberts moved and E. Olsen seconded that contingent on funds from the Clapps that we hire Jackie Bonafide to continue public relations job, with Duncan to finalize details. MOTION PASSED UNANIMOUSLY.

The budget was discussed with the plan that on Sept. 16 L. Torr, D. McNeish, and N. Smith would meet to plan the 1987 budget. The Board would meet October 21 to approve the budget at 7:30 P. M.

Adjustments have to be made in presentation of the budget since the Town's fiscal year is from April to April. The Town Manager wants the proposed budget by October 31 for presentation at the Dec. 16 public hearings on budget items.

The budget new line item forms were distributed. Wm. Lowth moved and E. Olsen moved that the budget and report be approved ending Sept. 30. MOTION UNANIMOUSLY PASSED.



L. Torr, Librarian reported the following:

1. In a project with the Town, research was done for purchase of a microfilm equipment for use by both library and town.
2. In a project with the Selectman, a cover design for the Town Report prepared by students would be submitted to the Library.
3. She attended the Sturbridge Library Conference as the New Hampshire Representative.
4. She attended and chaired the Executive Board of the New Hampshire Library Association.
5. On Nov. 20 the New Hampshire Library Association meets. Ms. Torr requested of the Trustees that the Library be closed that day and that all staff go with expenses paid. It was decided that a decision would be made on Oct. 21 or Nov. 12.
6. The Librarian requested that she receive permission to move her office to the second floor balcony during Phase I construction. This received unanimous approval by the Trustees.

The meeting was adjourned.

MINUTES

Board of Trustees  
Meredith Public Library

Special Meeting, September 3, 1986

Present: Trustees Duncan McNeish, Chair, Dell Nicoll, Evie Olsen, Betty Roberts, secretary and Chris Williams, architect (later, Jeff Parks, Sugarloaf Mountain Builders. Absent trustee: Mr. Selden.

Mr. McNeish opened the meeting with several items needing immediate attention.

First, Ms. Susan Humphrey, daughter of Ms. Anita Clapp wanted to give \$50,000 initially to Meredith Public Library, to be matched by some system approved by the trustees. There was discussion of the possibilities with Mr. McNeish discussing it further with Ms. Humphrey.

Second, Mr. McNeish reported on information he received from the Governor's Council regarding the handicap deadline and the revenue sharing. This info came from Christie Goodrich. A Mr. Richard Isen of Federal Revenue Sharing advised Mr. McNeish that there should not be a problem with the October deadline since our intentions are well on the way. Also Selectman Ambrose spoke to the same office about the issue and received the same answer. Mr. McNeish also called Louis Steward, Dept. of Treasury (Office of Revenue Sharing). He suggested that the trustees (1) devise a plan to show handicapped users how we would assist them, (2) demonstrate that our plan for construction is in process (showing good faith) and (3) publicize the plan.

Third, Mr. McNeish suggested going to selectmen and to present the issue and our updated information soon. The trustees present agreed.

The trustees agreed to the following:

1. to have the architect do an accommodation plan for the trustees to approve;
2. to talk with Sugarloaf about their willingness and ability to do the accommodation plan; and
3. to present the plan to the trustees.

Mr. Williams called Mr. Jeff Parks of Sugarloaf. He came immediately and discussed the tentative plan that Mr. Williams had already discussed with input from Mr. Lowth.

It was agreed that Mr. Williams and Mr. Parks would try to prepare an accommodating plan and present it to the regularly scheduled meeting of the Trustees on September 9.

The meeting adjourned.

Respectfully submitted,  
*Betty H. Roberts, Trustee & Secretary*

TRUSTEES MEETING NOTES - September 10, 1986  
(as taken by Lydia M. Torr, Director-Librarian)

1. Schedule
2. Circulation up over last year by 989 materials in June, July, August
3. Beede Memorial Statue
4. 2 Public library Techniques courses - Book, reimbursement?
5. Patron concern - fund drive
6. Read-a-thon - \$515

Meeting convened at 7:32 P.M.

Present: Trustees Olsen, Lowth, Selden, McNeish, Nicoll; Architect, Christopher Williams; Librarian, Lydia M. Torr

AGENDA - Duncan Mcneish, Chairperson

1. Eric called Friday - Ingram - Waiver (9/11/86)  
extend commission waiver barrier free
2. Selectmen's incumber \$180,000.00 - move ahead phases I and II in Spring
3. Duncan attended Monday meeting, also Evie 8:15 A.M. 9/8/86 selectmen  
Trustees feel they want to pursue now Phase I. Eric suggested capital  
over 10 years, fund both I and II, redesign - March  
Swain (9/10/86) capital improvement system over 10 years he is in favor of  
Larry & Bob's support barrier free or Eric's plan.

Duncan ask town for written explanation on capital improvement - Bill confused  
as to how set up - project/funding or funding/project?

Trustees meet with selectmen - Del's suggestion - not through Meserve!  
What is better plan?

Jackie suggest both phases should be pursued. Jackie has sent a proposal to  
rehire her services for PR thrust. Kevin Sullivan also feels Phase I and II  
should be combined.

\$50,000 has been contributed.

Now trustees want capital plan vs. warrant article (all we have to do is  
have handicapped services available, books to homes, etc.) waiver

Motion to allow Duncan to call a meeting with selectmen as soon as possible  
Sherman seconded Del - passed - (9/15/86) Monday, latest, executive session -  
Bill disagrees - rules for prices, salaries - No - Bill appreciates not to  
ask for.

Duncan - asks all to attend Monday, including Chris

Sherman - table 1 week plus - Chris progress of revamping of Phase I, 2nd, Del  
Bill doesn't want this - feels we are wasting time. No guarantee capital is  
going to pass in March. Sugarloaf to revise (12-20 hours) competitively bid -  
take price to town. Situation not uncommon now - market so "up", 2-3 weeks  
IF construction started now - winter costs. Instruct architect to hold off on  
his revised plan until after meeting with selectmen 9/15 Del, Sherm, Evie - Aye  
Bill, Duncan - Nay Aye-3, Nay - 2

What is capitol? What ask selectmen - clarification - what plan consists of?  
how pertinent? requested it be in writing. Town votes as pkg. deal? not on  
each individual request

## JACKIE'S PLAN

Susan Humphrie (Mrs. Clapp \$50,000) Donate or pledge 2 to 1?  
K & J recommend not a 2 for 1 deal - advertize donor, 1 for 1 best policy  
no cap - pledge, legal ramifications - not binding (Kevin)  
Jackie feels both necessary - get it now - take chances on pledges  
Target - Children's Room, etc. Ask more to save time and money so can have all.  
Jackie, friendly letter to Mrs. Clapp. Key, how much dollars to raise - total.  
Businesses contribute in kind? PR from this. Del suggests an accountant  
should instruct us - Gifts & Charity Accountant, David Lynche - United Way, etc.  
re-contact Matt White for details  
Motion: Duncan and Bill meet - White - donor or her representative, Gil Clark.  
All Aye - 5-0  
Full control to use their(B & D) own discretion.  
Discussion; Would like to have jackie on tap - no funds available?  
Nancy Smith not present to discuss budget priorities  
Table Jackie for now on her PR plan Motion-Del; Second-Sherman vote 5-0  
Bill suggested Trust Fund be established, Meredith Village Savings Banks  
Nancy Smith shall be so advised. Motion moved. Clarify use of Trust Funds  
Del-seconded. 5 ayes - carried.  
Del moved should not be used for operating purposes as always has been done..  
Sherman-seconded Attorney McLaughlin letter RSA - State - use of Trust Funds  
Duncan , selectman, depositor of Trust Fund existing - now and future.  
  
Not to exceed \$60. reimbursements for textbooks, professional training.  
  
Next meeting, Wed. oct. 8, 7:30 P.M.  
  
Adjourned, 9:45 P.M.

# Trustees

(9-10-86)

LMT.

1. Schedule -
2. Circulation up over last yr. 989 materials g.f. August
3. Mr. Beards statue -
4. 2 PLT courses - Book reimbursement
5. Patron concern - fund drive -
6. Read a - show \$515.<sup>00</sup> -

Meeting convened at 4:32 P.M.

Present:

Trustees: Olson, Severt, Seaton, McNeil, Nicoll +  
Arch: Christopher Williams  
LMT: Librarian -

## #1. Agenda

### Duncan

1. Eric called Friday - Program - waived - (9-11-86)  
attend commission waver barrier free
2. selection incumbent \$180,000.00 - Move ahead phase 1+2  
in spring -
3. Duncan attended Mon. Meeting → Also Eric  
8:15 - 9-8-86 selection -  
Trustees - ~~held~~ they want to purchase now - phase 1.  
Eric suggested capital over 10 yrs → fund both 1+2 -  
redesign - March -  
Swain - (9-10-86) Capital improvement system over 10 yrs.  
he is in favor of.

Jerry supports } behind <sup>the</sup> for Berridge  
Bob } a Eric plan -

Duncan ask town for written explanation - on capital improvement -

Bill confused as to how set up project → funding  
or funding → project - ?

Trustees - meet with selectman - Del suggests - Not  
the Messer!  
What is better plan?

Jackie suggests both phases should be pursued -

Jackie has sent a proposal to reduce her services for PR  
Dulles, Kevin also feels phase 1+2 should be combined.  
\$50,000 has been contributed -

Now trustees want capital plan vs warrant article.  
[all we have to do is have handicapped services available  
books to home etc.] unavied

Motion to allow Duncan to call a meeting with selectman as  
soon as possible - Skeman, seconded Del - passed - (9-15-86)  
Monday - latest - executive session - Bill Krasner -  
rule for → (prices - salaries) to Bill agreeable set to  
ask for -

Duncan - asks all to attend - Monday including Chris  
Skeman - table 1 week plus - Chris progress of reorganizing of  
2nd - Del Place 1 ✓

Bill doesn't want this - feels we are wasting time  
no quarterly Capital is going to pass in March -  
to design Sugarbush (2,20 shares) competitively bid - take price to town.  
Note } Situation not uncommon now - market is  
up. 2 to 3 weeks

Construction started now - winter costs  
Initial audit to hold off on the revised plan until  
after meeting with selectmen 9-15 - Page - 3  
Del. Skerman, Eve - age May - 2 -  
Bill + Simon says -

1. What is Capital - ?  
what ask selectman - Clarification what consists of plan -  
how pertinent - requested it be in writing -  
Town votes as a body? → not on each individual  
request -

② Jackie plan -

Susan + Douglas - Mrs. Clapp \$ 50,000.00 → Donate or  
pledge 2 to 1 \$ 100,000.00 → 50,000.00

1 for 1 best policy - not 100,000.00 - 300,000.00 to cap.  
pledge - legal ramifications - not applicable - Karen

Jackie feels both necessary - Get it now - take chances  
On Pledge -

target - Children's Room etc - ask more to save time + \$

so can have all

Jackie friendly letter to Mrs. Clapp -  
Key how much \$ to raise - total

Bill doesn't want this - feels we are wasting time  
No quarter Capital is going to Jersey March -  
To design - Suggest (2-20) Compulsively bid - take price to town.  
Note } Situation not uncommon now - market to  
up - 2 to 3 weeks

If - construction started now - winter costs  
Incl. architect to hold off on his revised plan until  
after meeting with selection 9-15 - Aye - 3  
Del. Skeman, Eve - Aye  
Bill + Duncan Nay -  
May - 2 -

1. What is Capital - ?  
What ask selectman - Clarification - what consists of plan -  
how pertinent - requested it be in writing -  
Town votes as pkg deal? -> not on each individual  
request -

② Jackie plan -

Susan Humphreys - Mrs. Clapp \$ 50,000.00 -> Donate or  
pledge 2 to 1 \$ 100,000 -> 50,000.

K + J - recommend not a 2 for 1 deal - advertise  
donor - 1 for 1 best policy - not 100,000.00 - 300,000 no cap.

Pledge - legal ramifications - not applicable - Karen  
Jackie feel both necessary - Got it now - take chances  
on pledges -

target - Children's Room etc - ask more to save time + \$  
so can have all

Jackie friendly letter to Mrs. Clapp -  
Key how much \$ to raise - total



(Enc, I don't have her address! BHE) - Courtesy Copy for Nancy Smith

MINUTES  
Board of Trustees  
Meredith Public Library

Special Meeting, Sept. 20, 1986

Presents: Trustees Duncan McNeish, Chair, Evie Olsen, Dell Nicoll, Bill Lowth, and Betty Roberts, Secretary. Absent: Selden Sherman  
Also attending: Nancy Smith, treasurer and Chris Williams, architect (part of meeting pertinent to his role)

Mr. McNeish opened the meeting with a discussion of the status of the trust funds. Mr. Kevin Sullivan who has generously donated his time as a lawyer to the trustees searched the court records for the stipulations of the Levitt Trust. It appears that those funds must not be counted as part of the operating budget of the Library. Discussion centered on clarifying this fund status with the selectmen and on the setting up of separate accounts for all the trust funds. Clarification on all other trust funds will be made by Mr. Sullivan.

Mr. Williams, architect, arrived and a discussion ensued over the status of revised plans in the context of the past Monday night meeting that Olsen, McNeish and Lowth had with the Meredith Selectmen. The selectmen were interested in including the Phase II fund request in the Capital Improvements Budget to be present to the Town Meeting in March, 1987. An alternative would be to have a special Town Meeting called once Phase II has been bid on and a construction amount specified.

Issues surrounding the timing of preparation for Phase I, use of the Clapp challenging fund gift of 50,000 and the strategies for getting Phase II worked out and approved led to the following motions:

Motion 1. Moved by Bill Lowth and seconded by Dell Nicoll

- that the trustees go with Phase I by modifying the existing plan design and to proceed as soon as possible within the Phase I budget with target completion date to be July 1.; and that the trustees go to the March '87 Town Meeting to ask for funds for fees and preconstruction costs; and to have Phase II designed, obtain a locked in bid and present a warrant to a special Town Meeting, if possible the Summer Town Meeting, then to have this project become part of the Towns Capital Improvements Funding program; and that the trustees would use whatever funds they have raised to defray the costs of Phase II.

Unanimously Approved by the trustees present.

Motion 2 - Moved by Evie Olsen and seconded by Betty Roberts

- that the trustees request that the Town of Meredith approved warrant of \$204,000 be placed in the Library Trustees Special Phase I account to be dispensed by the Trustees for the stated purpose.

Unanimously Approved by the trustees present.

Motion 3 - Moved by Betty Roberts and seconded by Evie Olsen

- that all bills must be authorized for payment by the Chair of the Board of Trustees (Duncan McNeish) before the treasurer pays them.

Unanimously Approved by the trustees present.

Motion 4 - Moved by Dell Nicoll and seconded by Bill Lowth

- that any unbudgeted items must be reviewed and approved by the Trustees prior to work being done.

Unanimously Approved by the trustees present.

The trustees instructed Nancy Smith, treasurer, to immediately investigate the costs of utilizing a ONE-RITE system for keeping accounts.

Motion 5 - Moved by Bill Lowth and seconded by Dell Nicoll

- that all cash transactions must pass through the treasurer in order to centralize cash flow.

Unanimously Approved by the trustees present.

Motion 6 - Moved by Dell Nicoll and seconded by Evie Olsen

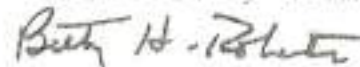
- that the Board of Trustees approve the work of architect Chris Williams to date and authorize payment of all outstanding invoices due said architect.

Unanimously Approved by the trustees present.

Bill Lowth was instructed by the trustees to open trust fund accounts as soon as possible.

The meeting was adjourned.

Respectfully submitted,



Betty H. Roberts, Trustee and

Secretary

Minutes  
Meredith Public Library  
Board of Trustees

October 28, 1986

Present, E. Olsen, M. Smith, D. Nicoll, D. McNeish, B. Roberts, L. Torr, and J. Bonifide

The agenda was distributed with the discussion of the budget and an announcement of the proposed gift for the 2nd Century Challenge promotion from Mrs. Clapp, who previously had given a challenge grant of \$50,000.

Other gifts and pledges had been received for the Phase II account.

Ms. Bonifide presented her press kit preparation and her idea for developing organized approaches for various levels of giving to the campaign.

Action: E. Olsen moved and B. Roberts 2nd a motion that the amount of \$800.00 be appropriated for art designing by Fred Pickle to build 6 logos for the Phase II design. The motion carried unanimously.

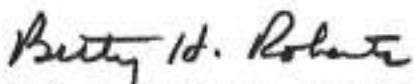
A discussion of the Budget ensued. The new proposed budget to be presented to the selectment was in the amount of \$132,038. The Town Selectmen had been informed that due to the RSA's Trust Fund monies could no longer be used for operational budgets.

The issue of the bids for maintenance by Bartlett was discussed.

Action: It was moved by B. Roberts and 2nd by E. Olsen that the proposed budget of \$132,038 be submitted to the Town selectmen for consideration. The motion carried unanimously.

The next meeting is scheduled for Nov. 15 at 8:30 in the morning at the Library. A December 13 meeting was scheduled at 8:30 in the morning also at the Library.

Respectfully submitted,



Betty H. Roberts, Secretary

MINUTES

MEREDITH PUBLIC LIBRARY  
Board of Trustees

November 15, 1986

Present: Trustees E. Olsen, W. Lowth, D. McNeish, D. Nicoll, B. Roberts and N. Smith, Treasurer, J. Bonifide, Promotion Director.

The agenda was presented. The minutes approval was dispensed with since copies were not yet available.

The treasurer's report was given by N. Smith.

Action: It was moved and seconded that the Bartlett bill of estimated costs in the amount of \$600. through Dec. 31, 1986 be paid. Motion Carried.

It was decided to publish announcement for bids for MPL maintenance in the Laconia Citizen and the Meredith News. B. Roberts was to do this.

Action: W. Lowth moved approval of the budget through Oct. 31, 1986. E. Olsen seconded the motion. The motion was approved unanimously.

J. Bonifide reported on her work and plans for getting the brochure completed and the campaign on the move. There was discussion about the need for a lawyer for consultation regarding gifts from donors.

Further discussion focussed on who would do what in terms of the contacting of potential donors.

Action: D. Nicoll moved and E. Olsen 2nd a motion that we accept the brochure in a format designated by J. Bonifide and suitable for distribution. The motion passed unanimously.

Announcements by Chair McNeish include the following:

- There would be a breakfast meeting to plan strategy for raising the money on Dec. 3 at 7:15 A.M. at Chase or Harts (to be announced).. Mr. McNeish would make the arrangements and postcards would be sent to those interested in working on the campaign.

- W. Lowth would arrange for having a Progress sign raised in front of the Library to let the community know what was happening in the campaign.

- There would be an Open House at the Library on December 7 which would focus on the campaign.

Action: B. Roberts moved and D. Nicoll 2nd a motion to pay the bills for the cost of the Open House.

A discussion ensued about the details of the Open House.

Action: D. Nicoll moved and E. Olsen seconded a motion that the

treasurer be authorized to put \$5,000 in the November Account so she could pay the extra bills. This money would come from the Class Campaign operating contribution.

L. Torr, Librarian made two requests:

- that her office be moved to the upstairs balcony during the Phase 1 construction, using volunteers if possible and keeping costs to a minimum.

- that money be appropriated for a new Christmas Tree for the Open House.

The board approved the first but said to hold off on the Tree purchase.

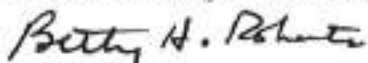
Ms. Torr announced that the Library would be closed at 3:00 P. M. on November 26 to 28 due to construction and that the library would need to be closed a full day when the jack hammer work is being done. The Board approved.

Action: W. Lowth moved and B. Roberts seconded that the Safe be left in the basement and that the gift of incandescent light fixtures be accepted from Sugarloaf Construction. Motion Passed.

It was suggested that an announcement be made in the Meredith News that the Parking lot will be closed during construction, but there would be "Handicapped Only " Access.

The Meeting adjourned with the next meeting date for December 13, 1986.

Respectfully submitted,



Betty H. Roberts, Secretary

MINUTES

Meredith Public Library  
Board of Trustees

January 10, 1987

The Meeting began at 9:00 A. M. at Chases Restaurant, Meredith.

Present: Trustees - Duncan McNeish, Chair, Wm. Lowth, Betty Roberts, Secretary, Also Nancy Smith, Treasurer and Lydia Torr, Librarian

The Minutes for September 3 were accepted as written.

The Treasurer's Report for December, 1986 and the closing of the books revealed that we were overspent by about \$2800.00. This will be discussed with the selectmen on the budget hearing on January 12. MOTION made by B. Lowth and seconded by B. Roberts that the report be accepted. MOTION PASSED.

The treasurer announced that she had all her supplies for the new checking system and would implement it immediately.

Discussion of the proposed 1987 budget was focussed on the difference between projected needs and the selectmen's notice that they would only approve the same amount as last year (93,000). McNeish and Torr worked on pering the budget from the original 132,000 to 123,000 and wrote rationales for those items questioned by the selectmen. This budget will be presented at the January 12 budget hearing for the Town of Meredith which trustees will attend. One of the issues expected to be discussed is the removal of the trust funds from the regular operating budget.

An update on the Phase II campaign was given by McNeish. It was agreed and a motion was made by W. Lowth and seconded by B. Roberts that Mr. McNeish prepare a letter requesting a warrent for Library Phase II for the 1987 Town Meeting not to exceed \$750,000. MOTION PASSED

He announced that we had \$9612.00 in the building fund account of which \$8612 was eligible as matching funds for the Clapp grant. Matches must be from individuals not organizations. A \$1000 gift was given by the Kiwanis and \$5,000 was given by the Meredith Village Savings Bank, neither of which count as matching the Clapp grant.

There was discussion of the solicitation process and the coordination of that process by Jackie Bonafide.

The maintenance contract bids were discussed again. A motion was made that McNeish would negotiate with Bob Bartlett for his services, not to exceed \$2200 for the year and not including trash pick-up. McNeish would also arrange with Ruel to bring a dumpster and do trash pickup weekly for 35.00/month.

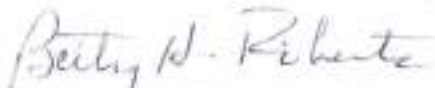
Ms. Torr was authorized to have her telephone connected in her temporary office.

Discussion of the parking lot problem ensued and it was decided that Ms. Torr would put a notice in the Meredith News that the lot is closed and a new sign will be placed at the road entrance to notify the public again.

McNeish announced that based on his talk with a Mr. Higgins in the State Office, that we were eligible to apply for federal funds for the Phase II construction. We agreed to proceed at the appropriate time to seek these funds.

Meeting adjourned at 11:30 A. M.

Respectfully submitted,



Betty H. Roberts, Trustee and Secretary

MINUTES

MEREDITH PUBLIC LIBRARY  
Board of Trustees

March 14, 1987

Present: D. Nicoll, D. McNeish, B. Roberts, S. Sullivan, K. Sullivan,  
J. Bonifide

A special meeting was called to discuss the March 10 Special Town Meeting and plans for presentation of our request for approval of the Warrent authorizing the cost for the Phase II expansion. The warrent was defeated at the March 11 Town Meeting but a recall meeting to consider 2 warrents was approved for March 10.

Because of the quick change in meetings, the chair of the Board of Trustees had to rearranges his flights from his professional conference, thereby incurring flight penalty costs of approximately \$300.00. Because it was necessary for his to be at the special March 10 meeting, it was approved by the trustees present that Mr. McNeish be reimbursed for those expenses not to exceed \$300.00.

Meeting adjourned.

Respectfully submitted,

*Betty H. Roberts*  
Betty H. Roberts, Secretary



MINUTES

MEREDITH PUBLIC LIBRARY  
Board of Trustees

April 11, 1987

Present: W. Lowth, S. Sullivan, D. Nicoll, D. McNeish, B. Roberts, Trustees and L. Torr, Librarian, and J. Bonifide, Public Relations Director

The Agenda and future meeting Dates were confirmed: Those meeting dates will be May 9, June 6, July 11. Time and places to be announced.

A brief verbal celebration of the passing of the warrant for Phase II construction was made with everyone sensitive to the fact that it passed by only 4 votes. Many board members and volunteers worked hard to get those votes out.

J. Bonifide presented campaign plans for April to June and September to December. A discussion of the details ensued. Her costs for those plans would be a total of \$8,932.49. Action was not taken for the entire plan.

The campaign status was discussed. Kevin Sullivan, lawyer has been contacting people and several specific gifts have been given. Annalee will contribute to the Children's Room; the Meredith Bank to the Circulation desk and there is an anonymous gift of \$5,000.

Other volunteers are contacting businesses, etc.

It was decided that the plans for Phase II must be ready by June 1 in order to be more effective in the campaign.

A letter was received from Chris Williams, architect, proposing some modifications of Phase I plans to be incorporated into the Phase II construction with the 40,000 left. He proposed a bill for the drawings cost.

Actions: A motion was made by B. Roberts and 2nd by S. Sullivan that the April 10 letter from Chris Williams proposing modification of Phase I transition to accommodate Phase II (specifically the roof lifting) be approved at no further cost. The architectural fees are already committed for both phases. Motion carried unanimously.

It was decided that a letter would be sent to Chris Williams that the Board expected a timetable from him which would match these expectations:

- That the plans and specifications must be out for bid no later than 12:00 Noon on June 15, 1987;
- That Bid be returned at 2:00 P.M. July 15, 1987; and
- That construction begin August 1, 1987.

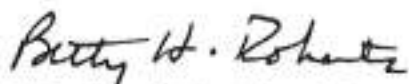
Action: It was moved by D. Nicoll and seconded by W. Lowth that a letter outlining the above timetable be sent to the architect, C. Williams. Motion carried unanimously.

A discussion of the budget ensued. The town approved \$110,000 for our operating budget. Our request was for \$119,009.65. An attempt was made to cut our budget down to meet theirs. An attempt to clarify the 7% salary increases in the town's plan was made. Information was presented relating to those increases. Further discussion of cutting operating expenses leaving a shortfall of \$3,350 to meet the Town's \$110,000 ensued.

No consensus could be reached and a need for more specific information necessitated another special meeting of the trustees was scheduled for April 13.

Meeting adjourned.

Respectfully submitted,



Betty H. Roberts, Secretary

MINUTES  
MEREDITH PUBLIC LIBRARY  
Board of Trustees  
April 13, 1987

Present: W. Lowth, S. Sullivan, D. Nicoll, D. McNeish, B. Roberts

A special budget meeting was called to approve the annual budget.

Mr. McNeish distributed papers to all the trustees outlining our original salary budget and the Town of Meredith's salary budget.

A discussion exploring the use of trust funds, particularly the Leavitt one ensued. The RSAs were read and discussed in light of the possible use of the funds for operating costs.

Actions: It was moved by B. Roberts and seconded by S. Sullivan that we pay the total salaries of \$60,473.05 and use the remaining operating funds up to 113,000. The 3,000 shortfall would be paid if necessary with any trust funds at the discretion of the majority of the trustees.

The motion carried unanimously.

A discussion of a proposal of level funding projections suggested by W. Lowth ensued. The intent was to keep salaries at \$50,895 if possible in order to meet the budget at 110,000.

Agenda items for the future meetings were: Letter from C. Williams, J. Bonifide's proposal and the celebration when Phase II is completed.

Meeting adjourned.

Respectfully submitted,

*Betty H. Roberts*  
Betty H. Roberts, Secretary

MINUTES  
Meredith Public Library

Board of Trustees

May 9, 1987

The breakfast meeting was held at the home of E. Olsen who provided a delicious fare for all.

Present: E. Olsen, S. Sullivan, D. McNeish, D. Nicoli, B. Roberts, W. Lowth, Trustees, Lidia Torr, Librarian, N. Smith, Treasurer, E. Williams, Architect and J. Parks, Construction Director.

The agenda was distributed by the Chair, D. McNeish.

The minutes for Oct., 28, Nov. 15, and Dec. 15 (tapes), 1986 were approved. In addition, the minutes for March 14, April 11, and April 13, 1987 were approved.

A correction to the budget was noted adding the treasurers' salary, bringing the operating budget for 1987 to \$113,670.05.

The timetable for Phase II as it relates to Phase I was discussed by C. Williams, architect.

- no activity on Phase I because they are waiting to integrate Phase II.

- a letter to the chair from Williams outlined options for that timetable and integration was circulated, with a letter to J. Parks, builder.

- it was noted that the selectmen have asked the board to meet with them on Monday, May 18 to discuss the integration options. Bill Lowth will be spokesperson with all board members (except D. McNeish) and L. Torr, Librarian attending.

- the plan suggested by Williams for a realistic timetable is July 15 to go out to bid; bids would be due August 7, and construction would begin on August 21 of Phase II. The reason for a later timetable than the one requested by the trustees is the coordination with other engineers, town permits and scheduling of town work.

A discussion of the Sugarloaf Liability Insurance was held in response to a letter the Town of Meredith had received and sent to D. McNeish. Mr. Parks assured the trustees that the coverage would be in place by May 19, 1987.

W. Lowth suggested that we lock in the price of the lift, supplying and erecting it. Mr. Williams said he would take care of that.

A discussion was held of the contract for Phase II submitted by the architect.

Some points were deleted and the following action was taken:

ACTION: It was moved by B. Roberts and seconded by W. Lowth that the contract submitted by C. Williams, Architect dated April 20, 1987 be signed and initialed by the Board of Trustees and payment of a \$750.00 retainer fee be authorized immediately. Motion was approved unanimously.

Librarian's Report:

1. Memorial Day closing of the library will be May 29 and 30.
2. She will explore the possible use of the Masonic Hall for special events the library usually sponsors, since the construction interferes with using the library.
3. There will be a need for a replacement typewriter since one was damaged by the dust created by the construction. This will be attended to later.
4. We owe N. Smith \$100.00 for purchase of a vacuum cleaner.
5. We are in desperate need of resolving the need for a dumpster, since Ruell has not yet supplied the promised one.
6. The conference in Waterville Valley supplied Ms. Torr with a condominium, so she is taking all her staff without cost...6 people. We all rejoiced in her good fortune.
7. Joe Dokos suggested a special day where the business people in Mill Falls Association contribute 5 cents on every dollar earned to the library fund. Ms. Torr will explore that further.
8. Ms. Torr is planning to organized a Library Night at the Pops during June.  
Action: B. Roberts moved and W. Lowth seconded a motion approving the trip at no cost to the Library. Motion carried.
9. N. Smith would look into the use of a credit card for the staff conference billing and bring that information to the next Trustee meeting for a decision.
10. Brochures designating the cost of Ms. Torr's professional meeting in San Francisco were shown.

ACTION: W. Lowth moved and D. Nicoll seconded a motion that \$750.00 be appropriated for expenses for Ms. Torrs attendance at the meeting. Motion Carried Unanimously.

The chair, D. McNeish reported on fundraising income of \$8500.00.

B. Roberts volunteered to do a 60 min. video tape on the building process.

A discussion of the J. Bonafide proposal for consultant fee and expenses of activities for the remainder of the year through Dec. 1987 was held.

ACTION: It was moved by W. Lowth and seconded by E. Olsen that based on the Bonafide letter of April 1, 1987 that she be employed on an hourly basis from May 15 to Dec. 31 at the rate of \$40.00/hour plus 22 cents a mile for travel. Motion carried unanimously.

The Treasurer's report by N. Smith was presented to the trustees, though there was a change in the line item structure yet to be completed.

ACTION: D. Nicoll moved and S. Sullivan seconded that we accept the treasurer's report through April 30. Motion carried unanimously.

Summer fundraising activities are tentatively scheduled for July 4 and August 15 with perhaps an entertainer in June. Friends of Library will be asked to help.

Election of officers took place with the following winning unanimously:

Chair of the Board - Duncan McNeish

Vice Chair of the Board - Sandy Sullivan

Secretary - Transcribed recorded tapes managed by D. McNeish and typewritten by N. Smith, Treasurer

Treasurer - Nancy Smith

The Next scheduled public meeting with the Board of Trustees is on Wednesday, June 10, 1987 at the Library at 7:30 p. m.

The meeting adjourned.

Respectfully submitted,

Betty H. Roberts, Secretary

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING

Saturday November 14, 1987 8:30 am

Millworks Restaurant

-----  
ATTENDING: D. McNeish, S. Sullivan, W. Lowth, L. Torr, B. Roberts-Kutin, D. Nicoll.

No September or October minutes were available due to lack of quorum at September meeting and no meeting in October.

1. 1988 Budget - Duncan presented the budget he and Lydia prepared for submission to the selectmen October 16th. The selectmen have scheduled review for Monday, November 23rd. Discussion ensued; increases were in maintenance, books and materials, capitol improvements. A heavy duty vacuum system is part of the maintenance request; maintenance increases by roughly double the '87 amount due to additional Phase I and II space available next year. In addition, benefits (including longevity for Lydia and Marilyn) will increase by close to \$3000.00. Salaries are frozen until the town determines its COLA for town employees; a top of \$125,978.05 was proposed. Moved by B. Roberts-Kutin; 2nd by S. Sullivan; no further discussion; motion carried 5-0.
2. Chamber of Commerce Membership Approval - Duncan circulated a membership letter and information from the Chamber's Executive Secretary Susan Leahy. Discussion focused on reasons for membership and cost including the contribution's to the town and category of membership for the library. \$100.00 for the category of "Attraction" was favored. Membership was moved by S. Sullivan; 2nd by D. Nicoll; no further discussion; motion carried 5-0.
3. Premium Distributors of America - Lydia was notified by PDA that she had been selected as the recipient of a motorized inflatable 9' boat. Shipping charges are \$90.00; Lydia suggested trustees consider acceptance for a fundraising raffle; much discussion ensued; questions regarding quality and utility were raised. Motion not to act on by W. Lowth; 2nd by B. Roberts-Kutin; no further discussion; 5-0 not to accept.
4. Librarians Report - Lydia noted that Andrews had spoken to her about the need to close the library during the Thanksgiving holiday for several days due to construction. Dates were November 27 and 28 - Moved by S. Sullivan, 2nd by B. Roberts-Kutin; no discussion; 5-0 to accept.

Meeting adjourned at 10:30 am

*Respectfully submitted -  
Duncan McNeish*

Next meeting - Saturday, December 5, 1987 - 8:30 am at Millworks -  
Chris Williams will be asked to update the trustees on Phase II progress.

OK  
/

MEREDITH PUBLIC LIBRARY  
TRUSTEE MEETING MINUTES

December 5, 1987

Attending:

Duncan McNeish, W. Lowth, Betty Roberts, Evie Olsen, Delancey Nicoll, Lydia Torr, Christopher Williams, L. Anctil, N. Olsen-Smith.

Old Business:

Minutes November 14 meeting - Acceptance moved W. Lowth, 2nd D. Nicoll. No discussion; Accepted 5-0.

Duncan McNeish reviewed status of the 1988 budget presentation to the selectmen on November 22nd. No significant questions from town; pensions projected at 2.94% increase. The Selectmen will notify the Trustees if the 125,978.05 amount requested to be amended.

New Business:

Phase II Architect's Report - Christopher Williams indicated the schedule is to frame the floor by Christmas and have roof up shortly after the first of the year; slate will be on roof if it is affordable. The Phase II portion should be closed in by the end of January or first of February; The State Fire Marshall wants the space between proposed first floor and second floor stacks closed in - this will require the floor to be extended. Brickwork could be done throughout the winter but the cost is still questionable; Approximately two parking spaces will be lost because extensive ledge would have to be blasted at great cost.

Phase II Insurance - is still not rescheduled. What is needed and what is in place is questionable. Duncan, Chris and John Sherman will discuss after Chris checks with Farmer's Home.

The cost of blasting was \$14,412.57 and Chris recommended a change order be approved. Moved B. Roberts, 2nd E. Olsen, no discussion; passed 5-0.

Second payment for Andrews Construction \$7,223.77; D. Nicoll moved, W. Lowth 2nd; no discussion; passed 5-0.

Phase I

Chris indicated he has withheld the final Phase I payment to Sugarloaf because work is not complete; several items have not been finished due to delays in availability.



Bathrooms are now working well.

Parking Lot - the lot needs to be free of vehicles for Phase II work. Duncan will talk to the town about a permanent parking lot closed due to Phase II construction sign at delivery entrance. Lydia will place notice in Meredith News.

Treasurers Report Budget through November 30 was distributed by N. Olsen-Smith; acceptance moved by B. Roberts, 2nd by W. Lowth; Duncan and Nancy will come up with figures for the line items void of numbers.

Productive Interiors - Linnea Anctil from PI spoke on coordination of decoration and furnishings for Phase II. She distributed brochures outlining services of 250 lines of furnishings; fees either on consulting basis or % fee if furniture is purchased from/through PI. B. Roberts moved to accept PI for services; 2nd D. Nicoll - passed 5-0. No discussion.

Linnea, Chris, Lydia and Jackie Bonafide will meet December 15 at 1:00 to 2:30 pm to begin consideration of Phase II furniture and decoration needs.

Linnea will present final options to Trustees at 7 pm Tuesday, January 12 at library for their selection/approval.

#### Librarian's Report:

Friends of Library Funds - Lydia presented a check from the Friends to the library due to their disbandment. Conditions are only that it be used at Librarian's discretion. Acceptance by Trustees not required.

Town Report - Lydia notified the Board that she had been requested to convey a first request for a library report for the '87 annual report. Lydia asked Duncan to check with the town office regarding the final date for submission of town Agency reports.

Mrs. Clapp's Death - Duncan notified the Board of Mrs. Clapp's death; discussion ensued on recognition for her challenge grant effort. The Board suggested Duncan contact Mrs. Humphrey (Mrs. Clapp's daughter) to acknowledge her passing and contribution. Moved by B. Roberts, 2nd by E. Olsen, no discussion; Passed 5-0.

Christmas Party - Duncan reminded the Board of the Tuesday, December 8th Christmas Party at Sullivan's - 6:30 pm.

Next Meetings: Saturday, January 9 8:30 am at Meredith Public Library  
Trustees.  
Tuesday, January 12 7:00 pm at Meredith Public Library  
Trustees and Productive  
Interiors.

Meeting adjourned at 10:20 am.

Respectfully submitted,

Duncan McNeish (21) RCN

MEREDITH PUBLIC LIBRARY

MINUTES

Saturday January 9, 1988

- THOSE ATTENDING: Olsen (departed early), McNeish, Sullivan, Lowth, Smith (Treasurer - departed early), Torr (Librarian)
- OLD BUSINESS: Minutes of November meeting approved. Moved by W. Lowth; 2nd by E. Olsen; No discussion - accepted 4-0.
- TREASURER REPORT: Moved to approve by W. Lowth; 2nd by S. Sullivan; No discussion - approved 4-0.
- INSURANCE ISSUE: Duncan contacted John Sherman and John recommended an increase in coverage from \$450,000 - \$550,000 at this time. The termination of the policy is March 1st and he will prepare a recommendation for the February meeting.
- NEW BUSINESS: Communication from Susan Humphrey. Susan contacted Duncan and they discussed the possibility of some library recognition for Mrs. Clapp. Duncan suggested possibly assigning of her name to a room or a new portion of the library. She and her family were interested and would like us to contact her as construction nears completion.
- STATUS OF BUDGET & STAFF SALARIES FOR 1988: Duncan distributed copies Nancy's projected salary increase based upon an 6% increase which the town will be offering it's employees. After review of this it was unclear as to the total amounts per staff member and the issue of longevity for Lydia and Marilyn was still a question mark. Duncan will request Nancy to reword this in preparation for a January 18, 1988 meeting with the selectmen.
- LIBRARIAN'S REPORT: Lydia requested money for new typewriters which she indicated were badly needed for use by the staff. She did not have a figure in mind but it was agreed she'd contact Duncan next week with figures and he'd poll the trustee's for their feelings on models and corresponding prices.

COMMUNICATION FROM JACKIE BONAFIDE: Jackie has contacted Duncan at Duncan's request and she will prepare a new contract proposal for her services through the groundbreaking and grand opening of the new library. That proposal should be available for the February meeting.

MEETING WITH PRODUCTIVE INTERIORS: Duncan reminded those present that we will be meeting with Linnea Anctil on Monday, January 11th to review her proposal for furnishings in conjunction with her discussion with Lydia, Jackie and Chris Williams.

NEXT MEETING: All agreed the next meeting would be Saturday, February 6th at 8:30am at the Millworks.

MEETING ADJOURNED: 10:00am.

MEREDITH PUBLIC LIBRARY TRUSTEES SPECIAL MEETING

AT THE LIBRARY

March 21, 1988 7:30 pm

ATTENDING: W. Lowth, B. Roberts-Kutin, S. Sullivan, P. Kuether,  
D. McNeish, D. Nicoll, L. Torr, J. Bonafide (P.R.  
Consultant), S. Anstey (N.H. Vac & Sew), N. Olsen-Smith, (Tres.)

1. Welcome and Introduction - Paige Kuether - Duncan introduced newly elected trustee Paige Kuether.
2. Steve Anstey from N.H. Vac & Sew made a presentation on a central vacuum system MARK DXI Model at cost of \$3427.00 plus two power air nozzles at \$48.00 each for a total of \$3523.00. Everything is covered including installation; Guaranteed for as long as the building stands.  
Vote - Motion to accept - B. Roberts-Kutin; Seconded - S. Sullivan; no further discussion; approved unanimously.  
Duncan will contact N.H. Vac & Sew to confirm.
3. Public Relations Consultant Jackie Bonafide - was present to review her proposal for final fund raising campaigns which would consist of new fund raising brochures for cash and gifts in kind such as furnishings, etc. Proposed amount was \$2,600.00 - with additional \$1,000.00 for printing, mailing labels, postage, etc.  
Motion to approve - B. Roberts; Seconded - W. Lowth; Discussion focused on allocation from general trust fund. Approved unanimously.  
Jacki will work on a donor tree and will meet with staff and Lydia to prepare a new brochure mailing list.
4. Staff Salary and Budget - Duncan and W. Lowth presented plans which basically focused on 10% increase in all budget line items and/or level funding at 1987 levels. Bill's plan was discussed at some length. Motion to approve - B. Roberts; Seconded - S. Sullivan. Discussion: Since this would allot only moderate increases, Lydia suggested she would bring special requests to the board in the future as she and staff deemed necessary. The final determination was 10% increase in all operating accounts and 6% salary increase for staff. No further discussion. Approved unanimously.
5. Letter to Staff - Lydia requested trustees send a letter to staff to register appreciation and explain budget descriptions. Motion made by - B. Roberts (to have Duncan write letter); Seconded by - P. Kuether. No discussion. Approved unanimously.
6. Update on bid package and procedure for furnishings - Duncan will call Bliss Woodruff to find out the status of the above and will ask that Bliss send final documents to:  
Productive Interiors  
Ippolitto;s Furniture  
Chip's Office Furniture

Motion to adjourn at 10:10pm by - B. Roberts; Seconded by - P. Kuether. Approved unanimously.

The board agreed to meet weekly if necessary to review the architects recent change orders and budget.

W. Lowth, B. Roberts and S. Sullivan will serve on a special committee to monitor expenditures for Phase II. Duncan will prepare an updated account of campaign monies and pledges in hand or outstanding for committee knowledge.

MEREDITH PUBLIC LIBRARY TRUSTEE MEETING  
SPECIAL MEETING

Thursday, April 7, 1988 7:30 pm

AT LIBRARY

ATTENDING: D. McNeish, W. Lowth, P. Kuether, S. Sullivan, D. Nicoll,  
K. Sullivan (Library Attorney), A. Fell (Staff Architect).

- 1.) Andrew Fell requested the Trustees approve change order #6 for the amount of \$1,844.00 for various Phase II changes to the original contract for construction.

Motion moved by - S. Sullivan

Seconded by - W. Lowth

Some discussion focused on several items.

Vote - Unanimous approval

Chairman McNeish signed change order #6 and gave to A. Fell.

- 2.) A. Fell distributed a list of additional changes which Architect Williams suggested should be acted on now or in the immediate future by the Trustee's. Teh four pages of proposed changes were discussed at great length and final disposition was to authorize the changes for various items in the amount of \$12,465.00.

Motion moved by - P. Kuether

Seconded by - D. Nicoll

No further discussion.

Vote - Unanimous approval

- 3.) Duncan indicated that he expected to hear from Aidan Barry of Productive Interiors, Inc. regarding possible billing to the library for Productive Interiors time devoted to coordination with Interior Designer Woodruff.

Attorney Sullivan advised Chairman McNeish to contact Mr. Barry regarding this matter as Mr. Barry made mention of this in a letter to Trustees dated February 29th. D. Nicoll and W. Lowth felt there were no grounds existing for compensation of such service, yet it was mentioned that other Trustees felt compensation should be considered for this coordination. Chair McNeish indicated he expected to hear from Mr. Barry and he would report to the board in the near future.

- 4.) Chair McNeish distributed the most recent request for payment from the Architect and he indicated he had spoken with the Architect regarding non payment for the Architect's time used to coordinate with Productive Interiors, Inc. and Mr. Woodruff. D. Nicoll registered strong concern that no additional funds should be paid Mr. Williams for such work; that his architectural contractual agreement with the library should cover such contingencies. Chair McNeish indicated that Christopher Williams wanted to discuss this issue with the Trustees at a later date.
- 5.) Duncan McNeish indicated that he'd been contacted by Susan Humphrey and that the Clapp family will hold a private service for Mrs. Clapp and would not require or request involvement of the Library Trustees in that service.
- 6.) Duncan McNeish reminded the Trustees that the bid opening for furnishings is Friday, April 15th at 3:00 pm at the Library. All Trustees should be in attendance.

Motion to Adjourn - S. Sullivan  
Seconded by - P. Kuether

Meeting Adjourned 9:50pm

MEREDITH PUBLIC LIBRARY TRUSTEES  
SPECIAL MEETING ON FURNITURE BIDS

APRIL 20, 1988 7:30 PM LIBRARY

THOSE ATTENDING: Trustees: McNeish, Nicoll, Olsen, Kuether, Sullivan, L. Torr (Librarian), Bliss Woodruff (Interior Decorator), Christopher Williams (Architect), A. Fell (Staff Architect), J. Parks (Andrews Construction).

NATURE OF AREAS DISCUSSED:

Item 1. - Decision on Furniture Bids:

Mr. Woodruff reviewed the bids and made the following recommendations to the board regarding bids by groups:

Group 1.	(Adden)	\$32,890.00
Group 2A.	(Office Dimensions)	3,192.96
Group 2B.	(Office Dimensions)	9,214.90
Group 3.	(Equipment Environment - Howe Furniture)	4,060.00
Group 4.	(Equipment Environment)	12,048.00
Group 5.	(Productive Interiors)	2,848.36
Group 6.	(Productive Interiors)	3,834.36
Group 7.	(Horan)	1,658.00
Group 8A.	(Office Dimensions)	57.60
Group 8B&D.	(Productive Interiors)	1,247.28
Group 8C.	(Tucker)	1,848.00
Total Low Bids		\$72,899.42

Motion to accept by - D. Nicoll  
seconded by - S. Sullivan

Discussion: The Trustees wanted Mr. Woodruff to draw up contracts for the various furnishings whose bids were accepted and D. Nicoll asked that Mr. Woodruff pursue earlier possible delivery dates from these companies.

Passed - Unanimously

AMENDMENT TO ORIGINAL MOTION: Mr. Woodruff indicated that he felt prices for #6 were high and he believed Office Dimensions price for Group 2B. was high. He requested the Trustees provide flexibility for him to pursue this with both firms.

Amendment moved by - D. Nicoll  
seconded by - P. Kuether

No Discussion



MPL Trustee Meeting  
April 20, 1988  
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Passed - Unanimously

Mr. Woodruff departed the meeting at 8:20 pm.

Item 2:

Christopher Williams presented requests for changes in Phase II construction to the board. A number of items were reviewed. Much discussion ensued regarding the need for such changes. Duncan McNeish indicated that with the changes proposed, which added to \$24,991.00, that approval of this amount would put the budget for construction at \$611,427.57 which is \$16,427.57 in excess of the construction budget. D. Nicoll, S. Sullivan, P. Kuether and E. Olsen all questioned the need for such expenses. Christopher Williams indicated that some of these items were associated with added requests from the Trustees and others were to accommodate necessary changes in construction. Reluctantly, the Trustees agreed to the need for some changes.

Motion to approve expenses of \$24,991.00 for changes:

S. Sullivan

seconded - P. Kuether

No further discussion.

Passed - Unanimously

(This vote included granting D. McNeish flexibility with the architect in committing not more than \$4,260.00 to upper level light fixtures in the new stack area. Christopher Williams was instructed to pursue alternative lighting below the price range of \$4,260.00.

Motion to Adjourn - E. Olsen

Seconded - D. Nicoll

Motion approved.

The scheduled May Trustees meeting is: Wednesday, May 11, 1988  
7:30 pm  
at the Library

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING MINUTES

May 11, 1988 7:30 pm

ATTENDING: D. Nicoll, S. Sullivan, B. Roberts-Kutin, D. McNeish,  
E. Olsen, N. Olsen-Smith - Treasurer, L. Torr - Librarian, K. Sullivan -  
Library Counsel

Chair McNeish opened the meeting at 7:30 pm.

- 1.) Treasurer's Report - N. Olsen-Smith distributed an update on the budget for the month of April 1988. She indicated that insurance costs had risen and this prompted D. Nicoll to suggest that the Board investigate insurance costs with other carriers.  
Moved - by B. Roberts-Kutin  
Seconded - by D. Nicoll  
No Discussion.  
Passed - 5-0.

Chair McNeish asked D. Nicoll to initiate an investigation with him and that they report the findings to the Board at the June meeting. D. McNeish asked if Andrews had paid bills for construction electricity use as billed them by the Treasurer. N. Olsen-Smith answered "No". D. McNeish asked her to rebill Andrews and to let him know if payments were not received.  
Acceptance of Treasurers Report:

Moved - by B. Roberts-Kutin  
Seconded - by S. Sullivan  
No Further Discussion.  
Passed - 5-0.

- 2.) Minutes of March 21, April 7 and April 20 meetings were reviewed.  
Acceptance:

Moved - by D. Nicoll  
Seconded - by B. Roberts-Kutin  
No Discussion  
Passed - 5-0.

- 3.) New Business

Copies of Communication from J. Parks (Andrews Construction) was furnished by D. McNeish as an informational item.

- 4.) Communication and bill for Linnea Anctil's Services from Productive Interiors. D. McNeish reviewed his phone discussions and correspondence with Productive Interiors about this issue. He and K. Sullivan had spoken earlier in the day about the value of services provided the library by Anctil, and that no express contract existed but that an implied contract possibly was established by virtue of the Trustee Meeting minutes for December 5, 1987.

It was unclear as to whether Productive Interiors would be sole supplier or their services through Anctil would be provided on an hourly rate basis, as no rate was quoted the trustees at the December 5th meeting and no dollar amount was agreed to. As such, Kevin suggested a "reasonable value" basis for whatever services of value Anctil provided the Library be considered by the Trustees.

Kevin spoke to Bliss Woodruff regarding his possible recommendations for any compensation to Productive Interiors for Anctil's efforts prior to Mr. Woodruff's being hired as Interior Designer.

Mr. Woodruff could not make a recommendation as he was unclear how much of what Anctil produced was based on work already completed by Architect Williams or Librarian Torr which was shared with Anctil prior to the Trustees January 12, 1988 evening meeting with her.

B. Roberts-Kutin moved the Board authorize 10% of the amount of bid Productive Interiors was awarded (\$7,800.00) - \$780.00.

No second.

D. Nicoll Moved to pay 5% of that amount.

No second.

D. McNeish posed several option considerations:

- A. Send a letter to Productive Interiors indicating no payment.
- B. Send a letter to Productive Interiors with a small payment, based on documented "reasonable value" basis.
- C. Send a letter with the \$3105.00 payment.

S. Sullivan discussed L. Anctil's time and effort being worth something. D. McNeish suggested comparing Productive Interior's proposal "A" with what Bliss Woodruff final proposal to try to determine what % of both plans were the same or similar and pay Productive Interiors on that basis.

B. Roberts-Kutin moved to not pay Productive Interiors bill.  
Seconded by E. Olsen.  
Vote - 4-1 against paying.

B. Roberts-Kutin moved that the Board investigate the value of the consulting services rendered by Productive Interiors through L. Anctil and pay a percentage of that - the percentage formula to be determined by the Board's investigation.  
Seconded by S. Sullivan.  
No Discussion.  
Vote 5-0 in the affirmative.

D. McNeish created a committee of himself, S. Sullivan and Attorney Sullivan to determine the value of Productive Interiors services based on comparison of Anctil's proposal "A" plan with B. Woodruff's.

B. Roberts-Kutin Moved that the Chair correspond with Productive Interior's in response to the bill indicating the Board's non-agreement with and that the Board would notify Productive Interior of a decision regarding the value of services rendered by Anctil within one month.

Seconded - S. Sullivan.  
No further discussion.  
Passed - 5-0.

5.) D. McNeish provided information to the Board as follows:

1. Architect's reports April 20, May 3.
2. Architect's communication re: new stacks lighting
3. Bliss Woodruff's bill for additional services.

6.) Librarian's Report - L. Torr indicated that the staff had been working on computer barcoding in preparation for a change to this system in the near future.

7.) D. McNeish suggested elections for new officers take place at the June meeting.

Motion to adjourn - E. Olsen  
Seconded - S. Sullivan  
Passed - 5-0 at 9:43 pm

June meeting is scheduled for Wednesday, June 15, 1988 at 7:30 pm.

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING - MINUTES

WEDNESDAY, JUNE 15, 1988 7:30 pm

ATTENDING: W. Lowth, S. Sullivan, P. Kuether, E. Olsen,  
D. McNeish, Treasurer Smith, Public Relations  
Consultant Bonafide, Librarian L. Torr.

1.) Minutes, May 11th meeting.

Motion to Approve	E. Olsen
Seconded	S. Sullivan
Vote	Unanimously Accepted

2.) Treasurer's Report.

N. Smith reviewed the status of the budget through May and also indicated that she had both billed and received payment from Andrew's Construction for excess use of electricity during construction.

Motion to Approve	W. Lowth
Seconded	S. Sullivan
Vote	Unanimously Approved

3.) Jackie Bonafide - Founders Campaign.

Jackie Bonafide previewed her plan for Founders Campaign indicating that a new brochure to publicize final fund raising efforts would be ready for distribution in mid-July.

4.) Architect's Report.

Duncan McNeish distributed a copy of the Architect's most recent budget analysis with proposed changes. He indicated that three areas of potential change were as follows:

- \* The addition of fans in the children's room and new top floor stack area.

*Review -  
Send OK for file  
for NDRTA  
9 to address?*

- \* Hardware for door at front entrance.
- \* Work on heating zone valve in the basement to accommodate more heat for the library.

5.) Insurance Carrier Report.

Duncan reported contact with the Insurance Exchange in Concord about a quote for total library coverage of Phase I & II once completed. Del had not checked on local insurance quotes. Kevin volunteered to contact Home Insurance (John Sherman) re: clarification of their bill for \$4,162.00. Del will check with local insurance carriers; Duncan will ask Insurance Exchange for appraisal figure.

6.) Refuse/Disposal Contract.

No clarification had been received from Rural Disposal regarding increase in cost. Duncan asked Lydia to request this of them again and to get this to him as soon as she receives it.

7.) Communication from Productive Interiors.

Duncan distributed copies of Aidan Barry's response to Duncan's letter about the \$3,000+ dollar bill for Linnea Anctil's service to the library.

There was much discussion about how it should be handled. Duncan suggested pay based only on travel time to Meredith and the time she presented to the Trustee's at their January meeting. Maximum \$540 for 12 hours.

After more discussion, P. Kuether moved to have Attorney Sullivan contact Productive Interiors to pursue settlement on behalf of the Trustees with this amount in mind.

Seconded	S. Sullivan
Vote	Unanimously Approved

8.) Librarian's Report.

Lydia indicated that Andrew's Construction suggested closing of the library beginning 7/22 for the purpose of moving materials from the old section to the new to enable renovation of the old area. The Trustees discussed a pre-moving meeting and agreed on July 13, 1988 at 7:30pm at the library.

Moved	S. Sullivan
Seconded	B. Lowth
Vote	Unanimously Approved

Trustee's Meeting  
June 15, 1988  
Page 3.

9.) Election of Officers.

Moved P. Kuether  
Seconded E. Olsen

Wait until September meeting to elect new officers for next year.

No discussion. Approved Unanimously.

Motion to Adjourn P. Kuether  
Seconded E. Olsen  
Vote Unanimously Accepted

Meeting adjourned 10:40 pm.

# MEREDITH PUBLIC LIBRARY

MEREDITH, NEW HAMPSHIRE

03253

MEREDITH PUBLIC LIBRARY TRUSTEES MEETING

1 September, 1988

ATTENDING: W. Lowth, P Keuther, D. McNeish, D. Nicoll, B. Roberts-Kutin,  
Lydia Torr (Librarian), Chris Williams (Architect)

1. Architect's Report - Chris directed a tour of construction progress for Duncan, Del, Paige and Betty from 7:30 to 7:50 p.m. Chris noted that the addition is generally complete and ready for the Certificate of Substantial Completion.

The Architect disributed a construction budget worksheet and reviewed it on a time and material basis: (See attachment)

2. Budget - Duncan circulated a letter received from the Town Manager requesting a budget from the Trustees not later than September 16th. He appointed Bill, BETTY and Lydia, with Nancy, to prepare a 1989-90 budget for presentation to the Board at the regularly secheduled September 15th meeting of the Trustess.
3. Communication from Town - Duncan circultaed Eric Meserve's letter to the selectmen re: Andrews Construction Certificate of Substantial Completion.
4. Insurance Carriers - Duncan circulated insurance bids from Blaidell Insurance, The Insurance Exchange in Concord and Home Insurance. Bill registerd concern that the Trustees had to have coverage via the Town's carrier. Duncan and Del countered that the Trustees can shoose which ever insurance carrier the Trustees want. The policies were reviewed. Betty moved that an independent appraiser be sought to advise the Trustees regarding appropriate coverage. Duncan volunteered to seek help from the State Insurance Commission and teh Library Association. Seconded by Paige, note 5-0.
5. Election of Officers - Duncan indicated he would not be retaining the Chairmanship for another year; he wished to continue to be involved with the construction completion and fundraising efforts but felt he culd not devote adequate time to both and be chairman as well. The Board suggested Sandi for chairman and Duncan appointed Del and Betty to approach her about serving as the next chairman.
6. Motion to adjourn at 9:20 p.m. Move Del, Second Betty. So voted 5-0.

Next meeting September 15th at 7:30 p.M. at the Library



1. The following items were resolved:

A. Add conduit and boxes for four duplex receptacles for stereo system outside assistant librarian's office. Wiring for these as a dedicated circuit will be done at a future time. Exact location to be coordinated by the Trustees with DJM Audio.

B. Perform all necessary repair work on wall finishes for central vacuum system, sound system and wheelchair lift.

C. Supply power to the central vacuum unit.

D. Supply power to wheelchair lift.

E. Repair existing windows.

F. Repair paneling at reading room.

G. Provide new underground electrical to flagpole light with photocell and GFI receptacle switched at interior for Christmas tree.

H. Relocate and provide new frostproof hose bib.

I. Provide 220-volt line to attic over Young Adult's area for future air conditioning system at Children's Room. Provide wiring only at this point in time.

J. Provide new bark mulch at existing landscaping area not to exceed \$500.00. *Already Purchased*

The items listed above are to be done on a time and materials basis. Daily time and materials slips are to be signed by Brian and, when possible, by Norm Houston for confirmation - on a daily basis.

4. The Trustees requested pricing for:

A. Washing brick and granite at the entire building. The architect explained that not all stains may be removed from all brick work.

B. Provide new pipe rail at street stairs and back stair area.

C. Seal cracks and sealcoat existing and new paving.

D. Provide paving at swale at driveway.

5. Mechanical Engineering: The Trustees agreed that mechanical engineering for fans and/or air conditioning at Lydia's office and the Children's Room is an extra and will be done on an hourly basis.

6. Insurance: The architect reviewed insurance proposals as requested. The architect feels that the project value completed is in excess of \$1,000,000.00 and closer to \$1,200,000.00. The architect did not comment on overall policies due to lack of expertise in the insurance business.

7. Lien Waiver: Mr. McNeish presented the architect with a letter from Therrien Roofing going on record that they would like to reserve the right of applying a lien to the property. This is not a lien - it only reserves the right to place a lien and does not necessarily mean that a lien will be placed. McNeish is to provide a copy of the letter to the architect.

8. The architect presented a revised budget analysis dated 1 September 1988. This does not reflect the cost of many of the items in question as costs are not yet known.

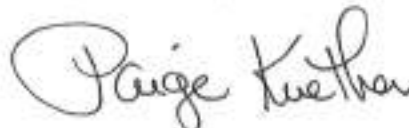
MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

MONDAY, SEPTEMBER 19, 1988  
7:30 pm

ATTENDING: D.McNeish, W.Lowth, S.Sullivan, P.Kuether, E.Olsen,  
D.Nicoll, L.Torr (Librarian), C.Williams (Architect), J.Parks  
(Contractor), K.Sullivan (Library Counsel)

- 1.) D.McNeish updated Williams and Parks on Trustee decision regarding the Certificate of Substantial Completion. Williams explained that he felt that most of the building was complete except for a punch list.
- 2.) W.Lowth pointed out that substantially completed means that the building could be used for what it is intended. The building at this time has no heat, the fire alarm is not hooked up and it has not been inspected. The Trustees felt that there was still much to be done.
- 3.) J.Parks was concerned with the liability and responsibility of damage to that part that is completed. He felt the Trustees should take over the insurance. It was decided to have John Sherman walk through the building to evaluate it for insurance.
- 4.) The Trustees agreed to meet the morning of October 11, to walk through the building and at that time reconsider accepting the Certificate of Substantial Completion.
- 5.) S.Sullivan moved to authorize Williams to provide temporary heat to the building. Seconded by E.Olsen. Unanimously approved.
- 6.) D.McNeish asked Williams for an update of the budget.
- 7.) L.Torr asked that Bliss co-ordinate with furniture companies about delivery of furniture after October 17.
- 8.) C.Williams invited Trustees to the meeting being held Tuesday, Sept.20. to discuss the shelving.
- 9.) Trustees discussed the billing to Productive Interiors with K.Sullivan. It was decided to wait for further correspondence from P.I.
- 10.) Meeting adjourned 9:35.

Respectfully Submitted,



MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, OCTOBER 19, 1988  
7:30 PM

ATTENDING: D. McNeish, W. Lowth, S. Sullivan, P. Kuether, E. Olsen, D. Nicoll, L. Torr (Librarian)

1. The minutes were read, amended and accepted as amended.
2. Treasurers Report: Discussion on telephone expenses, and it was decided to look into the monthly service. L. Torr agreed to contact Ed Lanigan about telephone installation. Treasurer's report was then accepted.
3. Librarian's Report. L. Torr was authorized to contact Bliss to arrange for delivery and coordination of the new furnishings. The Trustees suggested that L. Torr meet with Library Staff to update them on the construction.
4. Insurance: D. McNeish and W. Lowth met with the Selectmen of the Town of Meredith on October 17. They discussed insuring the Meredith Public Library upon completion, October 24, 1988. D. McNeish moved that the Trustees authorize W. Lowth to contact the Selectmen in writing, stating the coverage needed (see below) and ask for written verification from the Town that they have acquired said coverage prior to October 24, 1988, so that the Trustees, in good faith, can open the building knowing it is fully insured. The motion was seconded by D. Nicoll, and passed unanimously.

Coverage Recommended:

\$1,800,000 for the building  
\$600,000 for books  
\$120,000 contents/furnishings  
\$1,000,000 liability.

5. Parking Lot: Discussed waiting until Spring to stripe the parking lot. D. Nicoll moved that D. McNeish contact the contractor, J. Perks, for a credit on the work for striping the parking lot. This credit to be used in the Spring. McNeish seconded the motion and it was carried unanimously.
6. Plaques: It was decided to postpone a decision until next meeting.
7. Clock Platform: The Trustees discussed the bill received from the contractor for unexpected changes in the clock platform, and a bill for cleaning and renovation. It was moved

by E. Olsen and seconded by D. Nicoll to authorize D. McNeish to contact those concerned, to obtain more information and report back to the Trustees. Motion was unanimously carried.

8. Railing for Front Walk: D. McNeish moved that W. Lowth contact C. Williams or J. Parks in regards to the immediate need of a railing at the front of the building. If the need exists, they are to determine a temporary railing. The motion was seconded by E. Olsen and carried unanimously.

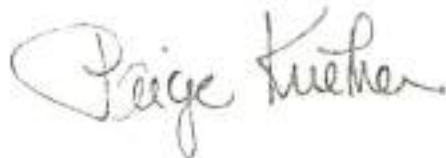
9. Clock: D. Nicoll announced that the Geochron clock has arrived and invited Trustees to see it. The Trustees expressed their appreciation for this valuable addition to the Library.

10. Signs and Decorations: P. Kuether announced that Anatois Paquette of Paquette Signs will be able to meet with Trustees at the next meeting to present his proposal for the signs and directories. The Trustees also decided to invite Jackie Bonafide to that meeting.

11. D. McNeish proposed that when the building was finished, the Trustees host a private function for the members of the Meredith Rotary in appreciation for their donation to the Rotary Room.

12. The meeting was adjourned at 9:25 PM.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Paige Kuether". The signature is written in dark ink and is positioned below the typed name "Paige Kuether".

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, NOVEMBER 15, 1988  
7:15 pm

ATTENDING: D. McNeish, W. Lowth, S. Sullivan, P. Kuether, D. Nicoll, B. Roberts-Kutin, L. Torr (Librarian), A. Paquette (Paquette Signs), C. Williams (Architect)

1. Minutes:

The minutes were read, moved to be accepted by Roberts-Kutin, seconded by Sullivan, and passed unanimously.

2. Paquette Signs:

A. Paquette presented the design for the three plaques and the Trustees discussed wording. D. McNeish moved the plaque for the Meredith Public Library Function Room be accepted as is. Seconded by Roberts-Kutin. Three for, two against, one abstention.

S. Sullivan moved to recind the motion and add "donated by The Rotary Club of Meredith". Seconded by B. Roberts-Kutin, passed.

The Trustees discussed Paquette's suggestion to use brick pillars for the double-faced identity sign in front. D. McNeish moved accepting the design with the brick work, seconded by D. Nicoll. Four in favor, two against. passed.

The final cost of all signs will be \$10,000.00. *from Ben Trust Fund*

3. Chris Williams:

C. Williams asked the Trustees to reconsider the letter of November 9, 1988, stating the Trustees decision to hold him responsible for the sum of \$1,425 for the renovation of the clock and the extra cost for the shelf for the clock. In discussion it was decided that all parties present with B. Archambeau asumed he would be doing the same cleaning of the clock as in many years past at the cost of \$75 and that he took it upon himself to do extensive work not authorized by the Trustees.

D. Nicoll moved that *S. Sullivan* D. McNeish write a stern letter to Archambeau voicing the displeasure of the Trustees. Seconded by B. Roberts-Kutin, passed unanimously. *NOT*  
It was decided that the contractors were *NOT* responsible for the extra cost of the clock shelf. *trustees*

C. Williams discussed the punch list items still unfinished and his dissatisfaction with the availability of J. Perks of Andrews Construction. Because they have not been on the job, the shelving has not been completed. D. McNeish agreed to make the necessary phone calls to Andrews.

D. McNeish moved that final inspection be November 28, 1988, and that on that date Andrews Construction be finished with all punch list items. Seconded by B. Roberts-Kutin, passed.

4. Rotary Function:

The Rotary Club of Meredith would like to have a Ladies' Night on December 14, 1988. It will be hosted by the Trustees in honor of their donation to the Library Function Room. P. Kuether moved that McNeish and Sullivan coordinate the event with expenditures not to exceed \$800. Seconded by Roberts-Kutin, passed.

5. Librarian's Report:

L. Torr informed the Trustees of the Staff's work schedule and she was given authority to set staff hours as needed to expedite the opening as long as the hours coincided with monies budgeted for wages.

It was suggested by W. Lowth that at the next meeting trustees have an accounting of all expenditures and remaining balance of the budget. D. McNeish agreed to do this and recommended that Nancy Olsen meet with Joyce Bavis to go over the Phase II books.

6. Chamber of Commerce:

D. Nicoll moved that the Meredith Public Library not become members of the Chamber of Commerce. Seconded by McNeish, passed.

7. D. Nicoll moved the meeting adjourn at 10:00 PM, seconded by McNeish, passed.

Respectfully Submitted,  
Paige Kuether

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

Tuesday, December 13, 1988

ATTENDING: W.Lowth, S.Sullivan, D.McNeish, P.Kuether, E.Olsen,  
D.Nicoll, L.Torr (Librarian), N.Smith (Treasurer)

1. Minutes:

The minutes of the November 15th meeting were amended and moved to be accepted by D.McNeish, seconded by D.Nicoll, and passed unanimously.

2. Librarian's Report:

L.Torr reported that the Library would open on December 15, 1988. She requested a 12 foot ladder, and three doormats, size 3x5, which if purchased from Meredith Lumber, will cost approximately \$50.00 each. The Trustees suggested that she get a quote for an aluminium ladder and also suggested the possibility of renting the doormats with a service for cleaning them. L.Torr made the Trustees aware of three cracked windows, and problems with the heating system including the leaky radiators that hopefully will be repaired on December 14. The problem of the grease on the lift railing was discussed and it was decided that small signs asking patrons to be careful would be placed along the railing. L.Torr informed the Trustees that she had met with W.Bliss for 8 hours and there is still some shelving that needs to be installed. The Trustees discussed the problem of the roof dripping at the entrance door. S.Sullivan agreed to contact C.Williams as to the need of a gutter. W.Lowth mentioned that the building still needs to be hooked into the central Dispatch for fire safty. He agreed to look into having that done. Twenty-four oak chairs have been ordered to replace the birch ones that were sent by mistake. The paperback book shelves are inadequate to hold the 2,000 paperback books now stored in the basement. The cost of three shelves to hold the books will cost \$462.00 each. The Trustees chose not to take any action on this problem at this time. L.Torr informed the Trustees that the Lang Street School teachers will have a tour of the Library at 3:30 on December 15, and that teachers from the other two schools would be coming after January 1, 1989.

3. Treasurer's report:

N.Smith presented a December report, and the Trustees discussed the high expenses of accounts such as mileeage. D.McNeish informed the Trustees that he has access to a three year old

copier that needs repair and he agreed to donate it to the Library. He also recommended that in preparing the budget the Trustees carefully consider the needs of the new facility due to expansion. W.Lowth mentioned that we still might need to be reimbursed by Andrews for electricity they used during construction. D.McNeish moved that N.Smith bill Andrews for telephone, oil and electricity accrued when they occupied the building for May, thru July when the Library was closed and for the total months of August thru October. It was seconded by W.Lowth and passed unanimously.

#### 4. Old Business:

D.McNeish presented an accounting of expenses for Phase II and the Trustees spent considerable time in discussion.

S.Sullivan informed the Trustees of all plans for the buffet to be served to the Rotary Club.

W.Lowth presented the updated operating budget that is to be presented to the Selectmen, discussion followed.

S.D.McNeish moved the meeting adjourn at 10:30 PM, it was seconded by W.Lowth and passed.

MEETING CONTINUED  
Decembe 14, 1988  
8:00 p.m.

1. W.Lowth moved that the sum of \$7,854.94 be paid to Fox Fire for payment of work, it was seconded by E.Olsen and passed.

2. W.Lowth moved that the stereo outlets be installed by DMJ rather than Andrews, McNeish seconded, passed.

3. P.Kuether moved that a magnetic door holder be installed on the children's room door and that when this work is being done the cable for the t.v. be run simultaneously. The work to be coordinated by C.Williams and not to exceed the cost of \$600.00. It was seconded by Lowth and passed.

4. W.Lowth moved to accept change order #14, it was seconded by McNeish and passed.

5. Trustees discussed electrifying partitions in staff work area.

6. Meeting adjourned 9:05

*Paige Kuether*



MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, January 10, 1989

7:45 PM

ATTENDING: D. Nicoll, S. Sullivan, W. Lowth, D. McNeish, P. Kuether, L. Torr (Librarian), C. Williams (Architect), J. Parks (Contractor)

1. Secretary's Report:

The minutes of Tuesday, December 13 were amended and moved to be accepted by D. Nicoll, seconded by W. Lowth and passed unanimously.

2. Librarian's Report:

L. Torr reported on the community survey to be published in the Meredith News on Jan 18 and 25. The survey is to explore the best possible hours for the Meredith Public Library to be open serving the public.

Torr spoke of a real need for a railing for the front entrance steps and mentioned that several patrons had requested a railing. There is also a need for a second book drop.

The Board agreed to continue with B.C.B.S. for the Librarian. W. Lowth suggested that a letter be written to the Town Selectmen notifying them that there will be a need to increase the budget by \$2000.00 to cover insurance.

Torr reported back on the purchase of an aluminum ladder as discussed at the Dec. 13 meeting. D. McNeish moved that the Trustees purchase an aluminum ladder not to exceed the cost of \$150.00, seconded by D. Nicoll, passed unanimously.

The Trustees were informed that L. Torr and staff would conduct a 3 day volunteer training program for young people.

3. Old Business:

D. McNeish brought the Trustees up to date on a letter dated 1/2/89 written to C. Williams bringing to his attention items still needing completion. C. Williams informed the Trustees of items which have been addressed and the few which still remained to be completed. He suggested a meeting of the Library staff and maintenance with Rudolph Electric, Marcous and Fuller to go over the electrical and heating systems in the building.

W. Lowth requested that all operation manuals and warranties be turned over to L. Torr and the Trustees.

Williams suggested that a meeting be set in one year to address any problems.

The Trustees were informed that the exhaust system for N.H. Vac and Sew was still not hooked up. McNeish stated that a letter dated 1/10/89 had been sent to Steve Anstey requesting that N.H. Vac and Sew finish installation of the vacuum system.

C. Williams recommended that if Office Dimensions does not complete the necessary electrical wiring in the staff office area, that the Trustees contact an electrician to do the work, and deduct the cost from the balance due Office Dimensions.

#### 4. Financial Report:

McNeish presented the Trustees with a Financial Report. He moved that \$20,586.05 be authorized, to be paid to Andrew Construction Company, by the Town of Meredith and the final amount of \$1,500.00 to be adjusted if necessary, be held in escrow by K. Sullivan, pending completion of items on the punch list. Seconded by W. Lowth and passed.

McNeish moved that the Selectmen be notified that after payment of \$20,586.05, to the best of our knowledge, the balance of the \$750,000.00 account is \$976.32 and that amount shall be paid to C. Williams. McNeish is to write a letter to Selectmen authorizing payment of said amount, by the Town directly to Mr. Williams. The Trustees will pay C. Williams \$818.88, which represents the final payment, less \$500.00 to be placed in escrow with K. Sullivan, pending completion of all architectural responsibilities. Seconded by W. Lowth, passed.

#### 5. New Business:

##### Function Room Policy:

Trustees discussed the policy presented and made changes. D. McNeish moved the policy be accepted with amendments, seconded by S. Sullivan and passed.

##### Selectmen Tour:

Selectmen suggested a tour on Thursday, January 18, 1989. L. Torr agreed to contact them and set up a tour.

7. Meeting was adjourned at.....

Respectfully Submitted,

*Paige Kuetter*

March  
21st 7:30  
Trustees

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, February 10, 1989

7:30 PM

ATTENDING: W. Lowth, P. Kuether, S. Sullivan, D. Nicoll, D. McNeish, L. Torr (Librarian), N. Smith (Treasurer)

1. Secretary's Report: The Minutes of Tuesday, January 10, were moved to be accepted by Nicoll, seconded by Lowth, and passed unanimously.

2. Treasurer's Report: N. Smith reviewed accounting with the Trustees. She mentioned that the light bill doubled. Kuether moved report be accepted, seconded by Nicoll, and passed unanimously.

3. Librarian's Report:

L. Torr reported that six adult volunteers are being trained and will each be working two to four hours a week. The Plaque and Directory will be in place on February 15, 1989. Beginning March 7, the Meredith Public Library will sponsor a lecture series of four meetings. A teen group is meeting with Judy Knowles and Barbara Sanderson to set up programs for young adults.

Torr brought to the attention of the Trustees the cost of a semi-public phone, \$30.62 a month. The Trustees decided to table any decision on the phone until the March meeting.

Torr requested permission to hang artwork. Sullivan suggested that perhaps Ms. Tracy from the Leighton/Tracy Gallery might help in this endeavor.

Margaret Rand has donated \$200.00 for the use of purchasing a clock(s) for the Library. McNeish moved to give authorization to Torr to make the purchase, seconded by Nicoll, passed.

Torr requested authority to purchase a new typewriter. Kuether moved to allow authorization, McNeish seconded, passed.

4. Request for use of Function Room: Charles Clark, representing the Lakes Region Life Underwriter Training Council spoke with the Trustees about reserving the Function Room for 13 weeks, Wednesdays, from 1:00 to 3:30 PM, for an insurance class. McNeish moved that Mr. Clark be allowed to hold the class for 13 weeks and that McNeish write a letter reiterating the Function Room Policy requiring a \$100.00 deposit, to be returned at the end of the 13 weeks if there is no damage or custodial costs. It was seconded by Lowth and unanimously passed.

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, March 21, 1989

7:30 PM

ATTENDING: D. McNeish, S. Sullivan, S. Heinonen, V. Nicoll, P. Kuether, L. Torr (Librarian)

1. Secretary's Report: The minutes of February 10 were moved to be accepted by D. McNeish, seconded by Kuether, passed unanimously.

2. Treasurer's Report: D. McNeish informed the Board of Phase II related bills that have been paid. McNeish moved the report be accepted, seconded by S. Heinonen, passed unanimously.

3. Librarian's Report:

L. Torr reported that the new hours are successful, and that she and Barbara Sanderson have been to P.S.C. to be trained for the computer system. The lecture series has 18 to 22 participants and is going well. Torr informed the Trustees the paintings are out of storage and need to be hung. D. McNeish moved that Lynn Montana be invited to the next Trustee meeting to make a presentation concerning the Art work. Seconded by Nicoll, and passed. It was also moved by McNeish to have a representative from MaryAnne's Flower shop come to the next meeting. Seconded by Sullivan and passed. A second book drop was discussed and it was suggested that C. Williams may be able to recommend a place easily accessible near the main entrance.

The Trustees agreed to the necessity of a railing at the front walk. V. Nicoll and S. Heinonen offered to look into the possibility of either a wrought iron or pressure treated wooden railing.

L. Torr spoke about possibly buying a coat tree and the Trustees decided to wait. Large pillows for the Children's room was discussed and D. McNeish made a motion to give Torr the authority to purchase them at a cost not exceed \$100.00. Seconded by S. Heinonen, 1 Nay, 4 Yea.

Other items discussed by the Librarian were the ground work and landscaping, a need for 6 paperback book racks, and changing the hours on the old book marks with stickers.

Torr read a letter to the Trustees regarding the use of the Library by a non-resident whose children go to a private school. They requested that their children be allowed to use the library free of charge as other non-resident children who are part of the Inter-Lakes School District. The Board agreed to ask K. Sullivan to look into the legal ramifications of this

request.

OLD BUSINESS:

Trustees were informed the status of the Oak Chairs that were ordered from Productive Interiors, now no longer in business. D. McNeish moved that he pursue purchasing the chairs from a source that will supply them at the least cost, not to exceed \$3,186.80 or, if necessary, to have B. Woodruff order the chairs from Office Dimensions at that price. Seconded by Heinonen and passed.

McNeish mentioned that W. Lowth suggested that the Trust Fund money be invested with the Charter Trust Co. The Trustees decided to wait till the next meeting when Lowth could add input.

The Trustees discussed final payment to Paquette Signs. The Trustees agreed to delay any further monetary decisions until the April Meeting.

NEW BUSINESS:

S. Sullivan read a letter from C. Williams addressing the problems of the falling snow and ice from the roof. He will be meeting on March 28, 1989 with Therrien Roofing concerning this matter.

OTHER BUSINESS:

A GRAND OPENING committee was established consisting of Sullivan, Kuether, Heinonen and Torr.

McNeish moved to adjourn at 9:43, seconded by Heinonen and passed.

Respectfully Submitted,  
Paige Kuether

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

TUESDAY, APRIL 18, 1989

7:30 PM

ATTENDING: S. Sullivan, S. Heinonen, B. Lowth, L. Torr (Librarian), N. Smith (Treasurer)

1. Secretary's report: The minutes of the March 21, 1989 were moved to be accepted by S. Heinonen, seconded by Lowth, passed unanimously.
2. Treasurer's Report: Changes in the format were noted by N. Smith as to breakdown in the Book division to include Adult, Young Adult, and Children. She reported that we are about where we should be for this time of year. B. Lowth moved that report be accepted with S. Heinonen seconding the motion. The report was accepted unanimously.
3. Librarian's report: L. Torr asked for some sort of shades to cut down on the glare occurring in the staff areas. She was given the OK to get temporary shades until we can discuss this at the May meeting with a full board. Mr. David Lamonte requested to use the Function Room Saturday mornings 8-10 am as an office. Discussion followed as to how this use fit our procedures and was voted to tell him that our procedures do not allow this use. L. Torr read a letter from a Dr. George Sanborn of Derry identifying one of the unnamed photos as his great-grandfather.
4. Old Business: Phase II account has an approximate balance of \$20,000.00, while the General Account has \$1,400.00. The oak chairs will be here at the end of May. Bliss Woodruff has ordered these at a savings to us of \$400.00. The final cost is \$2,800.00. The Sound system and paper book racks request was tabled until the bond issue is settled and we have a full board present. The book drop issue was discussed and Duncan McNeish is to get a price from Chris Williams. Bartlett Tree Service has requested our permission to inject the trees out front with a disease preventative. S/ Sullivan will talk with them on Wednesday, April 19. The ~~font~~ front railing must meet certain codes. B. Lowth will look over these codes and will contact suppliers to get quotes. The proposal from Property Care by TNT was accepted. Therriert Roofers are to send a quote for snow guards and yearly check on the slate roof. B. Lowth will check on this.

The Open House has been scheduled for June 4 2-4 pm by invitation only. More information on this at the next meeting.

Meeting was adjourned at 8:50 pm with a motion by S. Heinonen, seconded by B. Lowth

Submitted by *Hanna Smith*

HEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

Tuesday, May 18, 1989  
7:30 PM

ATTENDING: S. Sullivan, E. Olsen, W. Lowth, V. Nicoll, P. Kuether, S. Heinonen, L. Torr ( Librarian )

1. The minutes of April 18, 1989 were moved to be accepted by W. Lowth, seconded by E. Olsen, passed unanimously.

2. Treasurer's report: The board discussed the usage of electricity and the problem with the furnace that needs to be resolved by fall. It was decided that Lowth will contact the architect, C. Williams. The Trustees felt the Selectmen should be notified again as to the need to increase the budget to cover the increase of Blue Cross-Blue Shield. Lowth moved that the report be accepted. It was seconded by Olsen, passed unanimously.

3. Librarian's Report: L. Torr informed the Trustees that \$72.79 was earned from the book sale. The cost of a listing in the Yellow Pages was discussed and it was decided that the expense was not necessary. Torr brought to the attention of the Trustees that two tables in the young adult area are splitting. It was decided that she would notify Bliss. W. Lowth agreed to take care of the telephone maintenance agreement and also to report back to the Trustees on a possible sign to notify patrons that there is handicap access at the back of the building. There is a need for window shades in the staff work area and the two quotes for purchase are, \$440 from Inside Outlook and \$371.15 from Window Works. Lowth moved to purchase the shades at the lower cost. It was seconded by Heinonen and passed unanimously. There was a discussion on the payment of \$400 requested by Paquette Signs over and above the agreed upon amount. Heinonen moved the Trustees not pay Paquette Signs the \$400, seconded by Nicolls and passed unanimously. The problem of snow falling from the roof has still not been resolved. This was discussed at the December meeting. Sullivan agreed to contact C. Williams on this matter. Torr gave the Trustees more information the bookdrop for the new entrance and S. Heinonen moved to order and install the bookdrop at a cost of about \$300. It was seconded by Olsen and approved. The Trustees also discussed a drop arm holder to keep open the door at the new entrance. Lowth agreed to find more information on this matter. Again the plumbing problem was brought to the attention of the Trustees and it was decided that Lowth would contact the architect. Trustees agreed to wait on having the small interior room plaques done professionally at this time. Torr suggested that perhaps Judy Knowls could make small signs. The trustees gave Torr permission to place a no smoking sign at the new entrance.

4. Interior design presentation: Scott Miln spoke to the Trustees on placing various silk flower arrangements and small trees in the library. He agreed to donate his service at cost. He felt the cost would be around \$700 for 13 items. The Trustees agreed to discuss this at a later date. C. Nicolls volunteered to bring in a large grapefruit tree for the main entrance.

4. Grand Opening: Trustees discussed the Grand Opening and dedication of the non-fiction room to Mrs. Clapp. There was a need to increase the budget for expenses and Lowth moved to approve the sum of \$1,125 for expenses incurred for the Opening. It was seconded by E. Olsen and passed unanimously.

Meeting was adjourned at 10:00 with a motion by Heinonen, seconded by Nicolls and passed.

Respectfully Submitted,

*Paige Luether*



MEREDITH PUBLIC LIBRARY

Tuesday, June 20, 1989

Attending: S. Sullivan, V. Nicoll, P. Keuther, W. Lowth, D. McNeish, L. Torr (Librarian).

1. Sec. Report - W. Lowth moved, Nicoll second-accepted.  
2. Treasurer's Report - Trustees discussed BC/BS. McNeish moved that W. Lowth will write a letter to the selectmen to address the need for monies to cover the 30% increase in BC/BS. Sullivan seconded - accepted. Discussed electricity and oil budget and that there will be a need to use monies from other budgeted areas to cover these two accounts. McNeish moved that the ~~The~~ Report be accepted - second W. Lowth - passed.

\*R. VanVeghetan spoke with the trustees about his research on the history of the library. He proposed that his book can perhaps be used as a fundraiser. The library would take them on consignment. The cost to print each book would be \$2.00 for printing.

3. Librarian's Report: L. Torr had a list of problems that need addressing - furnace has a leak that needs immediate attention - the front sign-the door is very difficult to open and needs to be addressed.

Wish list: Dehumidifier for the basement.

Lynn Montana will be able to hang the portraits by mid-July and will submit a proposal of the cost.

Cindy Crossdale has proposed the donation of her service to stencil the bathrooms. W. Lowth moved to give L. Torr authority to have the B.R. stencilled-Nicoll seconded-passed.

Summer reading program begins June 28th.  
Arts & Crafts Programs-exhibit and lecture/presentation John Brooks July 13 - sculptor - will have large works on the lawn. They will be insured.  
Toland Sand - stain glass - Aug. 17th.

Dr. & Mrs. Rand would like to donate air conditioning for the children's room.

L. Torr asked for advice on whether the library is covered if the reading program wanted to take children on a field trip. She was advised to contact the town.

P.K. moved that W. Lowth & D. McNeish write a letter and contact C. Williams to address matters-furnace - seconded Sullivan-passed.

Old Business:

1. statement of accounts - McNeish reported the status of the library Fund Accounts and remaining costs.  
W. Lowth discussed investing the money in the General Account in Charter Trust. W. Lowth agreed to contact R. Diefendorf for a proposal. Sullivan moved-sound system-McNeish second. Passed.

P. Keuther moved to maintain the phone equipment agreement-seconded by B. Lowth-passed.

Grand Opening:

Trustees discussed the number of people invited. The library staff will be responsible for giving tours.

Grande celebration date was set for Sunday, August 13th 5-7p.m. -  
D. McNeish moved-seconded J. Sullivan, vote 5 yes 0 no.

B. Lowth moved that D. McNeish contact A. Paquette re: \$200 plaque for Mrs. Clapp in the reference non-fiction room.

Next meeting, Tuesday, July 18th, 7:30 p.m. to finalize for Grand Opening - Invitations will be sent out by July 21st - request return by August 7. RSVP by phone to library.

Railing for front steps - Sandi will get quote to Ginny Nicoll who will contact the provider/vendor re: installation; she will poll the trustees re: a final decision.

Additional costs from Paquette Signs: Moved by S. Sullivan second by D. McNeish as follows; 200 for extra work, \$200 for Clapp sign, \$200 for lettering of hours  
- Duncan will respond.

Adjournment: moved at 10:40 p.m. by D. McNeish, 2nd. W. Lowth.

MEREDITH PUBLIC LIBRARY  
TRUSTEES MEETING - MINUTES

Tuesday, July 18, 1989  
7:45 PM

Attending: S. Sullivan, E. Olsen, V. Nicoll, P. Kuether, D. McNeish, L. Torr (Librarian), N. Smith (Treasurer).

1. Sec. Report- The minutes of May 16, 1989 were moved to be accepted by Sullivan, seconded by Kuether, passed.

2. Tres. Report- The Trustees reviewed June's worksheet and it was suggested that all concerned begin the budget process early. McNeish moved that the report be accepted, Olsen seconded the motion, and it passed.

3. Librarian's Report- Torr commented on the sculpture exhibit and its success in arousing patron response. About twenty people attended the artists lecture. The library has been very busy in the past month; the children's reading program has close to 120 participants and circulation is way up. It was mentioned that there may be a problem in the future with homeless persons spending much of the day in the library and that the Trustees may wish to post a sign prohibiting loitering.

4. Railing- Nicoll reported on installing a railing in the center of the front walk-way. Wrought Iron Modes, Inc. of Laconia gave the quote of \$1,395. for a 47 foot custom made railing. McNeish moved that V. Nicoll arrange the installation of the railing, not to exceed the sum of \$1,395. The balance due after a downpayment of \$395. The motion was seconded by Olsen and passed unanimously.

5. Update on old business- The Trustees were informed that the Meredith Public Library's insurance will cover field trips for children of partons. C. Williams has been contacted as to existing problems still to be addressed before the warranty expires.

Paquette Signs has received payment for all past work.

6. Grand Opening- 200 invitations have been ordered and Mames Restaurant will cater the event for \$600. Sullivan agreed to contact E.M. Heath for cheese, crackers and champagne. S. Heinonen will purchase any necessary paper goods. The plaque for the dedication to Mrs. Clapp was presented to the Trustees and it was discovered the writing was crooked. It was suggested that Rev. Parkmen give the invocation and that K. Sullivan and D. McNeish be the speakers. L. Torr suggested that Ms. Adamovich as a representative from the State say a few words. The Trustees decided that they would like Malcolm Knowles to take pictures if he is agreeable. The library will

be set up on Saturday.

The meeting was adjourned at 9:05 with a motion by Olsen, seconded by Nicoll and passed.

Respectfully Submitted,  
Paige Kuehler

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING

September 12, 1989

7:30 p.m.

Present: S.Sullivan, V. Nicol, E. Olsen, W. Lowth, S. Heinonen, Nancy Olsen Smith.

Secretary's Report - motion made by Bill to accept. Seconded by Ginny. Report accepted.

Treasurer's Report - discussed overages - Nancy will meet with Lydia to discuss. E.Olsen made motion to accept. D. McNeish seconded and the report was accepted.

Special budget committee - Bill, Duncan, Sandi and Nancy will meet September 19th at Sandi's at 7:30 p.m.

The Librarian was not present - no report.

Youth Sports Association wants to sell tickets at the Library for a circus next year - tabled until more information available.

Old Business:

Bill has meetings with all concerned about deficiencies on 9/18 at 3:00 p.m. at Library. Duncan suggested the Bob Ambrose be present as Selectman with longest tenure. Duncan will contact Bob Ambrose.

Duncan gave a report about the financial status:

\$6200.00	Sound System - not paid
1000.00	Wrought Iron Mode
4200.00	Foxfire - elevator
1000.00	bank council fees for bond

Bill - charter Trust - Sandi will talk to them about meeting with us on October 11th at 7:30 p.m.

Discussion concerning fee for function room - discussion of fee VS donation - will wait until we find out usage from Lydia.

Discussed how much Open House cost - no final figures.

Election of Officers:

Paige Kruether - chairperson  
Duncan McNeish - Secretary  
Nancy Olsen Smith - Treasurer

Duncan reported on the Rand's possible donation of an air

conditioner. It was suggested that a staff member be present when Librarian is not here.

Appropriate funds in the budget for dues to NHLTA for all trustees. Sylvia made the motion that dues be paid and Duncan seconded it. The motion passed. Also to pay for NHLTA meetings.

The motion to adjourn was made at 8:55 p.m. Bill seconded it.

MEREDITH PUBLIC LIBRARY  
BOARD MEETING

Minutes  
October 10, 1989 at 7:30 p.m.

Present: Paige Kuether, Evie Olsen, Sandi Sullivan, Duncan McNeish, Lydia Torr, Librarian, Nancy Olsen-Smith, Treasurer

Trust  
Charter Invest. Co. - presentation: Bob Diefendorf presented 1st on tape managing 175 million. 5 years in business. 1) fixed income investment - fixed return - safe. 2) stocks - more risks - better reward - make double invest. 3-5 yr. - not rally short term. Portfolio always available - minimum of 700 fee to handle our acct. - (monthly reports - investment management of acct. all activities in acct.) Would agree with us on concepts then handle to best of their abilities. If agree - could invest same day - may recommend half fixed - half stocks. \$40,000 in fixed staggered maturities. longer maturities give better returns 14% to 17% - including dividends and appreciation.

Secretary's Report:

Paige Kuether - spelling name correctly - Evie made motion, Sandi seconded. Meeting December 1 with all concerned about punch list a lot still not done.

Treasurer's Report Librarian's report on copier:

Discussed copier - Duncan discussed buying new one. Lydia to contact suppliers to look at new ones. Duncan made motion for Lydia to look at copiers - Evie seconded. Duncan made motion to accept - Sandi seconded.

Librarian's report:

has ordered thermostats. Has heard nothing from anyone. Duncan to call Peter Russell to see what is to be done. Then to Selectmen. Foxfire also - no response. Paige to ask to put it on selectmen's agenda - next meeting. Fire alarm system had some kinks - seems to be fixed with new batteries. Wants \$400 mo/re for AV - OK'd to be paid out of \$1600.00 Leavitt Trust Fund - Sandi made motion, Duncan seconded. Discussion on toilets - still problem. Rudolf Electricians came - nothing solved. Circuit on clock and dead circuit - Lydia to check on. Mass. fire alarm bills for fire alarm batteries. Sandi made motion to pay these on October 30th, Evie seconded. Paige Kuether to call Fred Copp to discuss Fire System agreement proposed by Mass Fire Alarm - for 700.00 + per year.

Grand Opening Costs:

327.00 hors d'oeuvres  
67.14 champagne

37.00 Sylvia  
134.00 flowers

about \$500 total - Sandi to write thank you notes to Peg Bertholet and John Cook

Paige - wants list of duties of chairperson to be passed on to succeeding chairperson. Trustee packet also - outlining duties.

Budget meeting:

Sandi and Duncan - want a line by line call Bill re: status of budget with Town.

Paige - Phase II - no new info.

Presentation by Bill & Jeff Lent:

investment of funds. Prescott, Ball - Turban - regional brokerage firm. Owned by Kemper Ins. Co. Recommends flexibility and liquidity. Mutual fund - American funds - Ck 2 cp largest mutual fund in American. Talking about 2 CA portfolio. Invest mainly in top 500 companies. Reports form CA monthly and yearly - Jeff will furnish what we need and what our individual monies have done. Total return fund - pays dividends and capital gains - minimum investment is \$1000.00 Can divide any way we chose. Fee - commission up front - 4-1/2% of amount invested. Takes about 6 months to 1 year to recover commission. One time cost - can change investments at no extra cost. Can have money to us within 1 week of request - no holdups for withdrawing funds.

Chamber of Commerce membership:

Duncan and Paige discussed cons - Duncan made motion to discontinue membership, Sandi seconded. Paige discussed programs for trustees Thursday, Nov. 16th Next trustee meeting on Nov. 14th at library 7:30. Needs file cabinet for trustees - Duncan to look into-Sandi made motion to have Duncan do this. Sandi made motion to adjourn - Paige seconded.

Meeting adjourned at 10:05



MINUTES

MEREDITH PUBLIC LIBRARY  
Special Trustees Meeting

October 18, 1989, 7:30 p.m.

Present: P. Keuther, E. Olsen, D. McNeish, S. Sullivan

Motion by D. McNeish to use Prescott, Ball & Turben, Inc., as investment agent for library trust funds. Seconded by P. Keuther. Motion accepted.

Discussion ensued on amount to be invested. \$60,000.00 was suggested. Income to be earmarked for future upgrading and replacement of equipment and furnishings. It was also suggested that the investment firm's agent (Jeffrey Lent) provide us with comparisons of performance results and management fees between load and no load funds. S. Sullivan will set up a meeting with J. Lent for this purpose on Saturday morning, October 28th.

Discussed also was the library's remaining punch list items, and specifically the snow guard for the roof over the handicapped entrance, the lack of heat, the chair lift, and the fire alarm system. It was felt that we needed a special meeting with Chris Williams to expedite the completion of the same. D. McNeish will contact Chris about getting together on Thursday, October 26th.

No further business was conducted, and meeting was adjourned at 9:05 p.m.

MEREDITH PUBLIC LIBRARY  
SPECIAL TRUSTEES MEETING

November 2, 1989

Attending: P. Kuether, J. Nicoll, D. McNeish, S. Sullivan,  
W. Lowth

Subject of the meeting was the status of the punchlist items and a report of the same was given by Chris Williams. The major items of concern were as follows:

CHAIRLIFT - Foxfire insists on being paid the remaining amount due them (\$2,375.00 +/-) and they will verify to us in writing their intent to complete all work necessary for the operation of the chairlift. It was noted that this lift must be inspected once a year and the inspector will do so before the end of November.

FIRE ALARM SYSTEM - It was agreed that all bills should be held and not paid until the system is properly functioning. Andrews will be contacted and must act by November 10th. If they fail to do so, we will hire another firm to complete the needed work and will contact the bonding company to that effect.

Also discussed was the sign light - Rudolph Electric will give us estimates; the toilets - Bill will call Lakeside Plumbing and the problem will be addressed at our November 14th meeting; maintenance contract for heating system - Fuller Oil will be contacted.

All punchlist items to be addressed by December 1st.

Nothing further - meeting adjourned.

Sandra S. Sullivan

MEREDITH PUBLIC LIBRARY

TRUSTEES MEETING

November 14, 1989 at 7:35 p.m.

Present: P. Keuther, S. Sullivan, E. Olsen, G. Nicoll, S. Vogler (interested trustee), N. Smith, L. Torr, D. McNeish (late).

E. Olsen made motion to accept Secretary's report seconded by Sandi

Treasurer - to go to Peter Russell to discuss fiscal year vs calendar year. Discussion followed- Ginny moved to accept. Evie seconded - carried.

Librarian's report - no one here ~~on~~ the 10th - battery will be replaced in emergency light - Crane will not be doing it. Fire Alarm System - Crane will not touch because his company did not service. Paige talked to Peter Russell - he said to contact Rudolph to fix system by certain date. to make it right. Lydia still says it is not working right. Toilet situation discussed - Lakeside Plumbing new tanks to be installed at about 150.00 to 200.00. Sandi made motion to replace toilets - Ginny seconded.. No discussion - Lydia said thank you. Lydia will contact and get done. Heating-was not working on the 4th. Marilyn Rushton called Mears and Lowth - was fixed within 20 minutes. All set now. Discussed possible carpet cleaning in spring. Has received \$200.00 would like to replace slide projector. Ours is 18 years old - she will look into this and report 12/89. Copier - do not need copier - is all fixed. Computer and modem to be ordered in Dec. Calligraphy course here for 5 weeks. Attorney wants to use function room 12/4 - no profit - no fee - open to public. Closed on Wed. & Friday of Thanksgiving week.

Paige - training trustee meeting on Thursday - she will be attending Nov. 16 at 7 here at Library.

Vincent Kuharic - circus that is coming to town next spring. Wants the Library to be contact point - like at Ticket-a-tron - will come and talk to us later.

Sandi made motion to accept Librarian's report. Evie seconded.

Old Business: Accepted Prescott, Ball, Turben. Notices re: meetings - Paige will post in Town Hall - Lydia here.

Investments - Bill Lowth volunteered to be Vice Chairman. Ginny moved to appoint him - Sandi seconded.

Need motion to invest Trust Fund money with Prescott, Ball and Turben - Sandi made motion - Evie seconded.

Evie made motion to get a safe deposit box - Sandi seconded -

MEREDITH PUBLIC LIBRARY

December 12, 1989

7:30 p.m.

Present: E. Olsen, G. Nicoll, S. Vogler, N. Smith, L. Torr, P. Keuther, D. McNeish (late)

- 1). Secretary's report - accepted as is - no discussion.
- 2). Treasurer's report - on a regular year basis as per Keith on a waiting list for safety deposit box. No word on new budget. Accepted.
- 3). Librarian's report - Dec 15th 1st year anniversary. Nothing from Ernie re: chair lift. Has received his payment. Will be here in January. Woodaman Electric came to fix lights. Rudolf Electric has not been back to fix fire alarm. Mango re: fire alarms system still problems. Meeting with Peter Russell and Lydia and Chris Williams to go over final punch list on Thursday at 11:00 (Dec. 14th). Battery for fire alarms are in. Toilets still not fixed. Kohler rep was here, he states that does not believe toilets are at fault, believes that pipes are too small. Lydia has had to fix twice this past <sup>week</sup> year. Paige to have Bill Lowth to check architects plans vs specs. to see if plumber followed specs. Closed on Dec. 26th reopening on Dec. 27th. Open on Jan. 2nd. Down on circulation due to season. Has talked to Jean Shalge and Jeanne Chute about Lang St. closing. Will tell town manager to notify Bonding Co. that we will hire Mango to fix fire alarms. Will do outreach when Lang St. closes. Fuller Oil does not do maintenance - on furnace only. DJM not finished - has to wire stations. Roof is all done. Lydia says it is successful. Door from function room to outside lets snow in - to be covered by punch list on Thursday. Warranty discussed on TV in function room, Duncan made motion, Sally seconded to purchase warranty for \$69.95 for 3 years.

Old Business

- 1). Trustee workshop - Paige attended. Said it was very worthwhile. Talked a lot about policy - Lydia will have copies of policy for January meeting.
- 2). We will get two new files from Chips Office Furniture on Thursday. Lydia and Paige suggested a "File Party" after they arrive. Will be locked.
- 3). \$13.89 times population to budgets. Library cards for non-residents should be increased. Discussion about increased library card for non-resident to \$20.00 - Duncan made motion Evie seconded.
- 4). Investment of \$75000.00 - Paige needs to contact Jeff Lent.

Nancy to contact to Joyce to check if we are tax-exempt. Let Paige know with tax I.D. #.

No further business.

Next meeting January 9, 1990 at 7:30 p.m. All materials to be discussed at that meeting to Paige at least 10 days before.

Duncan made motion to adjourn - Ginny seconded 8:45 p.m.