

Meredith Public Library
Library Board of Trustees Meeting
Tuesday, January 13, 2015

Meeting called to order at: 6:02 PM

In attendance: Rhetta Colon, Duncan McNeish, Paul Eldridge, Pam Coburn, Colleen Nolan, Beverly Heyduk, Ann Butler

Others Present: Erin Apostolos (library director), Judy Hodges (assistant director), Matthew Gunby (administrative assistant)

- I. Secretary's Report
 - a. Approval of October 28th minutes- Moved by Duncan McNeish. Seconded by Beverly Heyduk. Motion passes.
 - b. Approval of December 16 minutes-Emailed Dec. 18. Moved by Paul Eldridge, seconded by Duncan McNeish. Motion passes.

- II. Treasurer's Report
 - a. First time checking balance has been under \$5,000 in six years due to payments to CPW Architects. Currently at \$3,999.19
 - b. Total market value of portfolio: \$846,251.48
 - c. Approval of Report

- III. Library Director's Report
 - a. Financial Update
 - b. Circulation and Events Report
 - c. Friends Update
 - d. Outreach Update
 - e. Building Maintenance Updates: Replaced pressure valve for heating oil. Bill pending.
 - f. Master Plan Committee: Tom Ladd is completing building plan.
 - g. Grant Updates
 - h. PR Update
 - i. Finished Certification: Pam Coburn will interview Erin Apostolos on the coursework she underwent for her ALA certification as a library

administrator.

IV. Old Business

- a. MOU/Personnel Policy and Mary's Replacement- The MOU was discussed at the most recent meeting of the Select Board with trustees and Erin Apostolos in attendance. The counsel for both the town and library will review the MOU. Beverly Heyduk was approved as the replacement trustee for Mary Richardson. She has been approved as a temporary trustee, but will have to officially run in the next election cycle. Erin Apostolos will email the link of the Select Board meeting to Andrew Livernois.
- b. Library Masonry/Gutter Project-Bid. Duncan McNeish will be contacted by Brenda Vittner regarding the town's bid, and then he will contact Norman Larson.
- c. Front Sign-Changing hours. Waiting to hear back for an estimate for a sign change with the appropriate hours.
- d. GMP Design Update- Erin Apostolos met with Norman Larson and Will Richards to discuss the new design for the front of the library. The new walkway would connect to the church walkway. The pastor has stated this would be acceptable with the congregation. Maintenance would need to be worked out with the church and town.
- e. Colleen Nolan will reach out to the trustee of the trust funds for maintenance of the War Memorial.
- f. Action Items from Last Meeting-
 - Duncan McNeish brought paperwork to Select Board accepting Mary Richardson's resignation and nomination of Beverly.
 - Erin Apostolos reached out to Phil Warren to be put on agenda at Select Board.

V. New Business

- a. Budget Hearing Feb. 2 at 5:30 at the Community Center
 - Budget Committee: Pam Coburn, Paul Eldridge, Duncan McNeish and Erin Apostolos.
- b. Stewardship Plan for L-CHIP grant. Should be signed by both the town manager and chair of the board of trustees. Goes into effect once work is completed and L-CHIP needs to be contacted if the building were to be used in any different capacities or if the work area were to be altered in any way.
- c. March meeting will be March 17th due to elections.

- d. Date change discussion for April meeting has been tabled until February meeting.
- e. Calendar Review of February- continue review of goals for long-range plan (will be on February agenda). Town warrants due to town clerk.
- f. Calendar Review of March: Deadline for Moose Grant. On the day of town meeting, the library will close at 5:00 PM. Review of trustee goals.
- g. Budget Committee needs to create Trustee Budget.
- h. Other Business
 - Rhetta Colon received report from Mackensen. Reaffirm investment policy for Meredith Board of Trustees. Moved by Ann Butler seconded by Paul Eldridge. Motion passes.
 - Library presence at the polling place during Election Day with an information table might be worthwhile.
 - Another public notice of the Master Plan Committee Report might be helpful with clarification of exactly what it entailed.
 - Map of the current plan for the roundabout posted on the main floor of the library. At 6 PM on January 26th there will be a meeting in which the roundabout is discussed. Duncan McNeish asked that trustees able to attend do so, as it could have a major impact on the entire town.
 - Part of the top of the antique clock in the media room was returned to the library.

Action Items:

- Duncan McNeish will contact Andrew Livernois.
- Duncan McNeish will contact Norman Larson after Brenda Vittner gets back to him regarding the bids.
- Erin Apostolos will contact Beth Euiler regarding signage.
- Erin Apostolos will forward recording of Select Board meeting to Andrew Livernois.
- Pam Coburn will do PR on Erin Apostolos' certificate.

Motion to adjourn at 7:13 PM. Motion by Duncan McNeish seconded by Pam Coburn. Motion passes. Next meeting: February 10, 2015, 6:00 PM.

Respectfully submitted by Matthew Gunby