Library Trustee Meeting Minutes
October 9, 2012

Called to Order 6:01 PM

Trustees Present: Rhetta Colon, Duncan McNeish, Ann Butler, Colleen Nolan, Paul Eldridge; Pamela Coburn, Mary Richardson

Absent With Notice: None

Others Present: Erin Apostolos, Director; Judy Hodges, Assistant Director

Motion to approve minutes of last meeting: McNeish; Second: Eldridge. Aye: all.

Motion to approve minutes of last non-public meeting: McNeish; Second: Eldridge. Aye: all attendees of non-public session.

Treasurer’s report explained to new trustees. Motion to approve Treasurer’s Report: Eldridge. Second: Nolan. Aye: all

Discussion of Library Director’s Report. (attached)

Item b. Friends Update – Planning another 50/50 dinner at Patrick’s Pub.

Item c. Outreach Update Schools – Jenny has carte blanche to submit programs to the schools.

Discussion: Long Range Plan Goals 7,

Objective 2 – funding has decreased again in 2012

Objective 4 - attendees as high as 52+

Discussion re: Travel Reimbursement – tabled and set to Policy Committee

Budget Committee Report; The total budget line item will be submitted directly to the Select Board with documentation as to expenses, errors, and changes made to previous budgets without the permission of the library trustees.

Discussion of Spending Policy with minor changes to be made for future review.

Discussion of Proposed Bylaws changes – tabled along with monthly investment statements review per RSA.

Review of meeting with Jay Pierson - tabled


Meeting adjourned: 7:48 PM

Ann Butler
Secretary

Attachments

Approved:
Library Trustee Meeting Agenda
Tuesday, October 9, 6:00-7:30PM

I. Secretary’s Report (2 minutes)
   a. Approval of minutes from September 11, 2012

II. Treasurer’s Report (2 minutes)
   a. Approval of Report

III. Library Director’s Report (10 minutes)
   a. Circulation and Events Report
   b. Friends Update
   c. Outreach Update-Superintendent
   d. Monthly Self-Appraisals

IV. Old Business (5 minutes)
   a. Long Range Plan Review (Goals 7 and 8)-see attachment

V. New Business (45 minutes)
   a. Monthly Calendar Review-Rhetta
   b. Travel Reimbursement-Erin
   c. Budget Committee Report-Duncan
   d. Policy Committee Report-Spending Policy-Ann-see attachment
   e. Discussion of Proposed Bylaws changes-see attachment
   f. Master Plan Committee-Please review page i-ii #2, 7 + 8 Public Relations and Institutional Advancement Plan (Jackie’s Report); estimates for repairs document 2012
   g. Review of meeting with Jay Pierson-See attachments

VI. Adjournment
Next meeting: November 13, 2012 at 6PM
Meredith Public Library
Treasurer’s Report
Oct. 9, 2012

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 10/9/12- $ 13,501.19

RECEIPTS- deposited: 9/12- $ 15,000.00 (RBC Wealth Disbursement) ACH
9/12- 123.00
9/24- 115.95
9/27- 175.99
10/3- 383.95 ($223.00 NH Humanities Cncl)

$ 15,798.89

RECEIPTS FROM INCOME GENERATING EQUIPMENT:

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Interest, Sept. 2012 .09 $ 797.98

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$ 11,369.81

-Over-
Library Deposits 2012 - as of 10/9/12
$1,842.00 Copies
$688.48 Lost/Damaged
$289.40 Fax
$1,512.86 Donations
$56.00 Ear Buds
$9,963.00 Grants
$4.00 Juvenile Donations
$2,560.00 Non-Resident Fees
$16,915.74 Total
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Meredith Public Library
Director’s Report-October 9, 2012

a) Circulation and Events Report- Our circulation was down in September. We circulated 7000 items this September and 8016 last September. We had 171 adults participate in our September events including our book groups, Computer club, Genealogy Club, computer classes, and our special program on Hiking the Appalachian Trail. We had 141 youth participants in the following classes: Tot Time, ABC and Me, Reading with Rocky, Library Card Sign-up Party and Artsy Saturdays.

Staff spent 13 hours answering 196 recorded reference questions in September. Christopher spent 9 hours in September assisting patrons with computer problems.

b) Friends Update- The Friends have raised $10,560 so far in 2012. The Book It race raised $1,345 and the Fundraising Committee is already planning next year’s race and expect to raise much more. The race was successful with nearly 100 participants, mostly from out-of-town. Most commented that it was a very challenging run and told the Friends not to change a thing about it! They loved it. The Friends have purchased flash drives after Christopher suggested to me we should have them for sale at the desk. They cost about $6.50 each and we will be selling them at $10.00 each as a fundraiser for the Friends. The library’s name and website is on the flash drive. The Fundraising committee is organizing another 50/50 dinner at Patrick’s Pub and they are thinking about working with Innisfree Book shop to co-sponsor an author luncheon as a fundraiser for the library after a suggestion from Rhetta.

The Friends will be touring libraries that have recently undergone renovations and reaching out to other Friends groups to try to meet at least annually. They are also thinking about starting up “Game Night” again. This would be once or twice a month and is open to the public. It is designed as a “Friend-raising” event.

c) Outreach-Judy, Jenny, Karen and I met with Meredith’s new School Superintendent, Mary Ellen Ormond. We all felt that this meeting went very well. Mary Ellen is well read and believes that libraries are very important to the community. She is anxious to work with us and even suggested that we could develop after-school programs to be held at the library that could be sponsored by the school department. She wants there to be a more open dialog between schools and libraries and would like to see us work together more collaboratively. She gave us blanket permission to submit whatever type of literature we want to the schools for distribution. She said that she would be interested in working with our Master Plan Committee and I said that I would join the School’s Master Plan Committee. Judy also mentioned her work to get a seismograph for the library so that we can work with the schools on science and Mary Ellen felt that was a great idea and would write a letter of support for the project.
Chris is going to begin teaching computer classes at Forest View. Jenny and Karen are gearing up for their classroom visits to Lakeland School and Inter-Lakes Daycare’s 7-uppers.

d) Monthly Self-Appraisals-

i) **Joyce Alcombrack**-Joyce is eager to take on more library tasks so Judy has been training her to run overdue reports, search to be sure they weren’t returned and then mail out notices. She also creates the monthly “New Books” report and creates a list for the newsletter.

ii) **Kay Anderson**-Kay has been teaching patrons to navigate our online catalog so that they can search for items and place their own requests. She wrote a press release and designed the bulletin boards outside the children’s room.

iii) **Cherie Gable**-Cherie has been working on cleaning up old requests that are still in the Interlibrary Loan system. She is working with Chris to design a database that will track our Interlibrary Loans.

iv) **Karen Henchey**-Karen has been working on weeding and cleaning the young adult collection. She is progressing well with her afterschool program. Children are now reading in front of the other children and are completely engrossed in the story, *Little House on the Prairie*.

v) **Judy Hodges**-Judy has been training Joyce to take over some of her circulation duties so that Judy can free up some of her time to work on the seismology project and weeding Fiction.

vi) **Chris Leland**-Chris has implemented Open Source workstations on some of the patron PCs. We are now using free operating system and office software. In addition he wrote a script that would allow these Open Source workstations to work with our Deep Freeze software, which prevents patrons from manipulating our workstations and server.

vii) **Lorraine Martin**-Lorraine is organizing her artist contacts and scheduling exhibits. She has been attending Word classes and read all of the books nominated for the Ladybug Picture Book award so that she can be familiar with that collection. She will be taking a book mending class so that she can repair our books.

viii) **Jenny Stevens**-Jenny and her staff rearranged the Children’s Room and completed weeding the “E” book section. She attended a YALSA webinar regarding Teen Advisory Groups and contacted teen patrons about starting one, with a positive response.
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Services to Adults

**Goal 7:** Adult residents will have access to a collection of current and popular materials and to a variety of programs that enhance leisure time, stimulate thought and expand knowledge.

- Objective 1: Funding for AV materials will be increased by 25% by the end of 2014.
- Objective 2: Funding for Large Print will be increased by 25% by the end of 2014.
- Objective 3: Funding for Adult Books will be increased by 25% by the end of 2014.
- Objective 4: Adult programming will include at least 12 programs for adults annually (not including book discussions and genealogy club.)
- Objective 5: Establish Outreach Committee with the Friends group and analyze underserved areas of Meredith

Outside Funding

**Goal 8:** In order to enhance the library experience for our patrons outside sources of funding will be investigated to establish programs, collections and preservation of the library structure, artifacts and collection.

- Objective 1: The Friends Group will continue to search for new fund-raising prospects.
- Objective 2: Grant sources will be actively researched for library projects and programs.

Staffing

**Goal 9:** Staff of the Meredith Public Library will assist patrons with all technology, reference and readers’ advisory needs.

- Objective 1: A technology competency program will be set in place with a minimum standard for all staff. Librarians and interested staff members will be encouraged to improve their technology knowledge through training and workshops.
- Objective 2: All staff members are encouraged to attend workshops that will enhance their library professionalism and will be given time to do so whenever possible. Those with Bachelor’s degrees will have the opportunity to work towards their Masters in Library Science.
- Objective 3: Staff will have a fresh and private area to take breaks.

Approved by the Meredith Public Library Board of Trustees August 9, 2011
### Library Operation Costs - Trustee Fund 2013

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2012 Total Trustee Budget $47,340.00
Meredith Public Library
Spending Policy

Summary
Monies and donations which are given to the Meredith Public Library in trust are intended to not only benefit current library patrons, but future generations of library patrons. Therefore the Meredith Public Library Board of Trustees have created a Spending Policy designed to use a portion of the income generated from the Trusts to support the library’s budget and portion to be reinvested into the Trusts so that they will continue to flourish for future Library patrons.

- The Meredith Public Library shall employ a spending policy based on the total return of the Library Trusts. The amount of annual return made available for spending each year in the Trusts shall be independent of the actual return for the year but shall not exceed the total income and accumulated appreciation of the Trusts. Investment return earned in excess of the amount distributed annually shall be reinvested in the Trusts and can be distributed in future years in accordance with the then-current spending policy.

- The Board shall use a simple and predictable “rule” that will generate an easily agreed upon sum annually that can be drawn on by the Board. This amount made available for spending in any current year shall be the maximum rate of new funds available from the endowment for current year spending. The rule shall employ a “smoothing” formula that will result in a reasonably predictable amount of spending being made available from year to year. The Board recognizes that the benefits of a rule are to make budgeting more predictable and to constrain spending to a known-in-advance figure.

- The maximum amount of spending in any current year may be supplemented by reserve funds set aside from prior year spending amounts to be used for special projects.

- The Board recognizes the interests of donors in supporting, enlarging, and diversifying the activities and classes of the Meredith Public Library, therefore, annual gifts shall be treated as increases in the amount of spending available each year. However, recognizing the impact of present spending on future budgets, the Board may set aside an appropriate percentage of gifts in order to meet future financial obligations resulting from current spending.

- It shall be the responsibility of the Board of Trustees to review this Spending Policy annually and to readjust it if necessary.

Approved by the Meredith Public Library Board of Trustees October 9, 2012-DRAFT
Spending Policy Rule

Spending Policy Rule

\[ S = 4.25\% \times \frac{E}{M} \]

Where,

\[ S \] = Spending Available for the 2013 Fiscal Year

\[ \frac{E}{M} \] = Trusts Market Value as of December 31, 2011

2011 Trust Numbers

2011 Year End Account Value Improvement Fund- $185,573.17
2011 Year End Account Value Nichiporuk Fund- $613,666.66

E=$799,239

S=4.25\% \times 799,239

\[ 2013 \ S = $33,968.00 \]

Approved by the Meredith Public Library Board of Trustees October 9, 2012-DRAFT