

## Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees – Tuesday November 12, 2013, called to order at 6:03 PM

DRAFT

Trustees Present: Duncan McNeish, Paul Eldridge, Mary Richardson, Pam Coburn, Colleen Nolan

Members Absent with Notice: Rhett Colon, Ann Butler

Others Present: Erin Apostolos, Library Director, Matthew Gunby, Recorder.

### Secretary's Report

Paul moves to approve minutes from October 2013, Mary seconds. All approve. Motion passes.

### Treasurer's Report

- The trustees voted to move money out of the Sign Restoration Line to cover overages in the other lines of the Trustee Budget. Motion passes unanimously.
- Pam moves to approve treasurer's report. Duncan seconds. Motion passes unanimously.

### Library Director's Report

- Financial Update: \$23,053.54 spent of \$51,020.44 budgeted from trust fund and unanticipated grants.
- Circulation Update: 7330 items circulated October 2012 to 6907 in October 2013. Possible change in library hours. Judy has researched that from 9-10 AM and 7-8 PM are the slowest, and a possible change of Monday-Thursday 10-7, Friday 10-5, and Saturday 10-2, would allow the library to be open an additional day, while only adding a single hour to the current schedule.
- Reference Update: 137 reference questions answered. 8.25 staff hours. Chris spent 9 hours on tech issues with patrons. 5,790 total visits.
- Adult Events Update: 108 total participants in adult classes and events.
- Children and Teen Events Update: 301 total participants.
- Friends Update: Friends will decorate the library for the Christmas season and agree to budget for 2014 of \$7,075 for events, speakers, subscriptions, etc. Fundraising ideas were discussed.
- Outreach: Inter-Lakes Daycare, Lakeland School, Inter-Lakes Elementary, and Senior Center. 253 people reached in October.
- Building Maintenance: A few lights are out, and J.W. should be addressing this issue. Public Works should be fixing a pothole in the driveway. The furnace is a continuing issue. Global Mechanical has fixed the immediate problem.
- Master Plan Committee: Full committee meeting on October 23, 2013. 4 new members: Dr. John and Glenna Lee, Amy Dixon, and Gage Wheeler. Currently without a chair as Miller has

recently taken ill and is unlikely to be able to return to his work on the committee.

- Grant updates: National Trust for Historic Preservation will be announced in December.
- PR Update: Articles appeared in local papers about Carol Lee Anderson's presentation on her new book on Bob Montana and Paula Wanzer's lecture and demonstration on kayaking. Also, article on NaNoWriMo, All-America Selection's Display Garden's landscape contest, and "Best Reference Question Contest" on the Swiss-Army Librarian's Website.
- Pam suggests that annual graph be used to show trends in circulation, children visits, programs etc. Erin said this was possible and would be most valuable showing trends from year to year versus month to month.

### Old Business

- Expendable trust fund. Warrant article from lawyer: Fitzgerald and Nichols. Required before mid-January. Amount to be determined. Tabled until next meeting.
- CIP update: recommended chimney, gutter, masonry project.
- Baptist Church update. Non-binding letter expressing desire to sell.
- HVAC update: still no word from company.
- Long-range plan: new version will be emailed.
- Erin distributed a timeline for building maintenance plan.
- Rhetta will ask for a letter of acknowledgement from the Select Board that they received the Letter of Understanding

### New Business

- Accept \$100 from Sherry Gardner for teen books. Motion passed unanimously.
- Open House from Friends. Board of Trustees to give tours. Saturday December 7th ten to noon. Provide historical information. To be determined if they are being publicized. Duncan, Paul, Mary will try to be in attendance. Erin will write a "cheat sheet" for the trustees.
- Spending policy tabled until next meeting.
- Calendar review: Erin will contact Brenda to discuss encumbrance.
- Erin and Rhetta mt with Phil Warren. Rhetta gave him the Letter of Understanding. They discussed raises for Part Time Staff. From now on, all Part Time Staff will receive raises when Full Time Staff receive raises (COLA and Steps).
- \$3,000 grant for facade improvement. Donation of design help and possibly materials and labor. Preserve character of the area. Previous sign \$5,000, not historic from 1980s. Duncan calls motion to pursue this grant, Paul seconds. Motion passes. Erin will write grant for GMP Facade grant which is Due November 30th.
- Circulation extremely slow during evenings. Erin suggests new hours (see Library Director's Report). Will be in MPC survey to town. PR campaign. Possibly go into effect June 1st.
- Trustees budget 2014: last year \$44,900 budgeted from trust funds. Erin distributed the Trustee's budget for 2014. Needs a vote. Tabled for December.

- Rhetta Colon spoke to Amy Lockwood and Terry Plum. Desire to have members of trustees meet November 26th 5-6 with them regarding MPC.

Meeting Adjourned: Duncan moves to adjourn 7:00 PM. Seconded by Colleen. Motion passes.

Next Meeting: December 10, 2013. 6:00 PM.