

Meredith Public Library – Board of Trustees
Minutes of the Board of Trustees December 10, 2013

Meeting called to order at: 6:01 PM

Members present: Rhetta Colon, Duncan McNeish, Paul Eldridge, Mary Richardson, Colleen Nolan, Pam Coburn

Others present: Matthew Gunby (administrative assistant), Judy Hodges (assistant library director)

Absent with notice: Ann Butler

Secretary's Report

Duncan moves to accept minutes from November 12th, seconded by Paul. Motion passes. Motion to accept minutes from November 29th, moved by Pam, seconded by Colleen.

Treasurer's Report

- Expenditures: Full Circle Consulting. Have paid approximately half of \$27,000 contract.
- Trust Funds: Funds have increased \$3,552.34. Total market value currently: \$823,242.22
- Possible special meeting or meeting in January, MS9 and 10 need to be discussed.
- Suggestion that Warren Mackenson be given contact information for Barbara Clark. Duncan will email Warren.
- MS9 and other material from Mackenson should be reviewed prior to next meeting, whether this is on January 14th or in a special meeting.

Motion to accept Treasurer's Report moved by Paul seconded by Pam.

Erin, Duncan and town finance director, Brenda Vitner, met to discuss encumbrances from 2013 budget. Targeting apx. \$40,000 overage. Allows for purchases of texts before next budget is approved, and should have \$28,000 remaining.

Library Director's Report

Attendance at Open House was limited. Approximately 15 attendants. Recommend to the Friends a different date and more limited tour hours.

Old Business

Expendable Trust Fund Warrant: Required by 22nd of January. Unlikely to have a figure from the Master Planning Committee by then. Costs associated with repairs may be cause to defend warrant article. Meet with Select Board prior to the deadline. Erin and Rhetta will research expenditures and meet with town manager, Phillip Warren. A warrant article requires a projected, specific project.

Baptist Church discussion tabled until January.

HVAC discussion postponed until January.

HVAC repair: town has spent \$30,000 in repairs in municipal buildings. \$13,000 of this for the library. Rhetta discussed this with town manager. Fuller installed HVAC. Conservation inspected, but did not provide service. Current service (Global) costs likely incurred to undo lack of previous attention.

Long range plan: Paul moves to accept long range plan, Duncan seconds. Motion passes.

Letter of Understanding: Meeting with town manager. Select Board will discuss letter of understanding in February. Exact date will be emailed by Rhetta. Letter of understanding will be shared with MPC as confidential draft. Previous presentation received support from Select Board.

Spending policy tabled until January.

Building maintenance plan moved to accept by Paul, seconded by Duncan.

Addition of totals be suggested as possible addendum. May be difficult due to some potential ambiguity. Motion passes. Will be added to Basecamp.

2014 trustee budget vote tabled until January, may be adjusted once encumbrance is known.

New Business

Amy Lockwood and Rhetta will be speaking every Monday at 3:00, except this week they will talk on Friday. MPC feels strongly that support and experience of trustees would be incredibly valuable. Erin and Board of Trustees can reach out to community organizations. MPC desires limited public speaking role. 2 members of trustees should be on MPC as non-voting members. Other trustees should rotate attending. Next MPC meeting is Wednesday the 15th or Tuesday the 21st of January. MPC representative role. MPC still needs a chair. Paul and Pam can attend either meeting. Mary and Colleen can attend the 21st. Same message

should be coming from MPC and Board of Trustees. Public survey launch primary purpose of next MPC meeting. Appropriate answers to taxpayer questions.

- Phil Warren: Structural assessment would cost apx. \$2500. He will email Erin a firm out of Boston that he spoke highly of. Feasibility study requires an estimate. McMillon possible firm to reach out to.
- Vint Choiniere discussed with MPC the amount of work that went into planning community center. They were extremely clear with Select Board.
- Summary of library surveys and staff interviews provided by MPC.
- Vote to accept \$500 check from Paul Weiner, moved by Paul, seconded by Duncan. Motion passes.

Library calendar notes.

- December: Day before Christmas closes at noon, Christmas closed, New Year's Eve closes at 3:00 PM. Closed New Year's Day. Library budget presented to Select Board.
- January: review investment and spending policies. Annual trust statement from Mackenson. Library circulation and inventory. Review mission statement. CIP schedule.

Preparation for Mackenson visit: What should the target for investments moving forward be? Clarification on "prudent man rule" will be sought. Duncan will work with Barbara Clark before meeting with Mackenson. Demarcation of funds not currently available. Clarification from Mackenson necessary. Additional prep questions for Mackenson by January 14th.

Budget and justification with Select Board at 4:00 PM. Budget down \$5,000, because of savings on computer hardware.

Replacing administrative assistant. Pam will take over secretarial duties in interim.

Motion to Adjourn: moved by Duncan, seconded by Mary. Motion passes.

Adjourn at 7:30 PM.

Next Meeting: January 14, 2014

Respectfully submitted by Matthew Gunby