

Meredith Public Library Trustee Meeting
Tuesday, October 10, 2017

Meeting called to order at 6:00

Trustees Present: Ann Butler, Duncan McNeish, Paul Eldridge, Pam Coburn, Betty Strader, Jim McFarlin

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation)

Motion to go into Non-Public Session at 6:01 made by Jim McFarlin, seconded by Pam Coburn. Poll of the Board. All aye.

Motion to seal minutes for twenty-five years made by Paul Eldridge, seconded by Duncan McNeish. Motion carries unanimously.

- I. **Secretary's Report-approve minutes of September 12, 2017. Motion to approve minutes made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.** Sign previous minutes.
- II. Treasurer's Report
 - a. Total market value \$886,314.82 as of October 10, 2017
 - b. Motion to approve treasurer's report made by Pam Coburn, seconded by Paul Eldridge. Motion carries.**
- III. Library Director's Report
- IV. Old Business
 - a. Review Trustee Job Descriptions
 - **Adopt Responsibilities for MPL Trustees to be included in bylaws. Motion to add as addendum to bylaws made by Pam Coburn, seconded by Duncan McNeish. Motion carries unanimously.**
 - b. Trustee Alternates
 - Bonnie Ireland as possibility to fill Jane Ramsay's vacant trustee position.
 - c. Report on 9/28 NHLTA Regional meeting at Moultonborough
 - Jim McFarlin attended. Discussed fundraising with trustees. Hiring professional fundraiser, either acts as consultant for a fixed fee or directly fundraises and takes a percentage of funds raised.
 - d. Report on BOS meeting 10/2.
 - e. Budget process: Several line items were pulled from library budget onto administrative line for the town. Erin will attempt to get in touch with Brenda Vittner.
 - f. Reminder library closing at 1PM on 10/13 for Team Building

V. New Business

- a. Motion to accept Jane Ramsay's Letter of Resignation made by Betty Strader, seconded by Paul Eldridge. Motion carries unanimously.**
- b. Duncan McNeish will email Jane Ramsay.**
- c. Ann Butler and Duncan McNeish will obtain access to the safety deposit box.**
- d. Ann Butler will add revised trustee responsibilities to bylaws.**
- e. Perpetual Calendar
 - October-Approval of Library Budget to send to Town
 - November-
 1. Approval of Library Trustee Budget from Income and Trusts. Tabled.
 2. Treasurer Contact Town for Materials required by Auditor. Will be changed to January.

VI. Read over motions and actions

VII. Adjournment--Next meeting: Tuesday, November 14, 2017, 6:00PM

- a. Meeting adjourned at 7:02.

Respectfully submitted by Matthew Gunby