

Meredith Public Library
Library Trustee Meeting
Thursday, March 26, 2015

Meeting called to order at: 6:00 PM

In attendance: Duncan McNeish, Paul Eldridge, Pam Coburn, Beverly Heyduk, Ann Butler, Miller Lovett

Absent with Notice: Colleen Nolan

Others Present: Erin Apostolos (library director), Matthew Gunby (administrative assistant), Christopher Leland (systems/technical services librarian)

I. Welcome to New Trustee: Miller Lovett

- a. Miller Lovett elected to Board of Trustees in town election March 2015.

II. Trustee Officer Election

- a. Pam Coburn elected Chair of the Board of Trustees.
- b. Duncan McNeish remains Treasurer of the Board of Trustees.
- c. Ann Butler elected Secretary of the Board of Trustees.
- d. Colleen Nolan will be asked if she wishes to stay on as Vice Chair of the Board of Trustees.

III. Executive Session

- a. Interview with Assistant Library Director candidate, Christopher Leland.
- b. Approval of February 10 Executive Minutes, sealed until February 14, 2040.
- c. Came out of executive session at 6:27 PM
- d. Minutes from executive session will be sealed.

IV. Secretary's Report

- a. Approval of February 10 minutes
- b. Ann Butler moves to accept minutes as written. Paul Eldridge seconds. Miller Lovett abstains. Motion passes.

V. Treasurer's Report

- a. Approval of Report. Motion made by Ann Butler, seconded by Paul Eldridge. Motion passes.
- b. Duncan McNeish will contact Warren Mackensen to add the new trustees to the email list to receive financial updates.
- c. Total market value of all library funds at \$853,623.85 as of March 17th.
- d. Municipal Account info forms. They will be returned to Erin Apostolos by the new members and submitted to Warren Mackensen.
- e. Bill from CPW Architects for work done throughout the month of February.

- i. Approval to pay bill moved by Ann Butler, seconded by Paul Eldridge. Motion passes.
 - ii. Total expenses to CPW are in excess of \$16,000.
- f. Erin Apostolos will assemble appropriate bills from CPW and will discuss with Pam Coburn setting up a meeting with Chris Williams.
- g. In the future major projects will go out to bid.

VI. Library Director's Report

- a. Financial Update
- b. Circulation and Events Report
- c. Friends Update
- d. Outreach Update
- e. Building Maintenance Updates: Bill from Global Mechanical. Apparently additional hours were added to bill. The town manager will approach them about this and Erin Apostolos is researching new options.
- f. Master Plan Committee
- g. Grant Updates
- h. PR Update

VII. Old Business

- a. Personnel Policy Draft-Bereavement for Part Time
 - i. Draft submitted to town in October. No response has been given. Policy was approved by Board of Trustees.
 - ii. Pay period needs to be changed to Monday through Sunday in order to be in accord with state law, currently set to Tuesday to Saturday (days of operation).
 - iii. Personnel policy needs to be signed by Board of Trustees and sent to the town office.
 - iv. Miller Lovett will meet with the Policy Committee to see if revisions need to be made to the personnel policy, including formalizing some of the existing practices. Erin will schedule a time after April 15th for a meeting of the policy committee.
- b. Long Range Plan
 - i. Monthly revision of building maintenance
 - ii. First goal: Before some of these aspects can be addressed the trustees are continuing to wait for Tom Ladd's report.
- c. Building Maintenance Schedule
 - i. Budget sent to the town includes interior painting of the library.
 - ii. New carpeting is being delayed until after current maintenance projects.

- d. Library Masonry/Gutter Project
- e. GMP Design Update
- f. Action Items from Last Meeting-Pam
 - i. Beth Euiler and Erin Apostolos will follow up.
 - ii. Pam Coburn will do PR on Erin Apostolos' certificate. This has been completed an article appeared in the Meredith News earlier this month. Erin Apostolos will get a copy of the certificate to Ann Butler.
 - iii. Colleen Nolan will get in touch with Barbara Clark, Trustee of the Trust Fund. The monument in question is not in fact under this trust.
 - iv. Duncan McNeish will follow-up with Andrew Livernois regarding MOU. This subject will be addressed when new Select Board and Board of Trustees have had an opportunity to meet and become familiarized with the topic.
 - v. Erin Apostolos will contact Phil Warren to see where they are on MOU. This was completed and Phil Warren said that all parties should hear back from the lawyers in the near future.
 - vi. Erin Apostolos will examine expanding hours for the library. Suggestion of adding three hours to Saturday afternoons. This will be reviewed and added to the agenda for the April meeting.

VIII. New Business

- a. \$500 Donation from Paul Wiener-***Need Vote***. Paul Eldridge makes the motion to accept, seconded by Ann Butler. Motion passes.
- b. Asst. Lib. Dir. And Head of Circ. Job Des.-***Need Vote***. Moved by Duncan seconded by Paul. Motion passes.
- c. Library Budget with Town-***Needs Vote***. Motion to accept revised budget moved by Ann seconded by Paul. Motion passes.
- d. Calendar Review of April
 - i. Library Week April 21-25: Brochure created and will be sent to printer to be created in color.
 - ii. Library Trustee Review and Goals. Will be turned in to the library by April 15th and discussed at the meeting on the 21st.
 - iii. Goal 2 will be discussed at the April meeting.
 - iv. Erin Apostolos has provided annual report to state.
- e. Memorial Fund: Seeking other ways the Friends may support the library. Beverly Heyduk and Pam Coburn will visit the funeral home at end of April or beginning of May.
- f. NHLTA Conference May 18 (Forms to Erin by April 14): Erin Apostolos will update list of trustees.

Action Items

1. Erin Apostolos will arrange a meeting with Policy Committee (Ann Butler, Miller Lovett, Colleen Nolan) to discuss adding monthly self-evaluations to the Policy and researching the annual review process.
2. Erin Apostolos will contact Beth Euiler again regarding the sign.
3. Beverly Heyduk and Pam Coburn will contact Funeral Home after April 15.
4. All trustees need to have their self-evaluations in to the library by April 15. Erin Apostolos and Judy Hodges also must complete a trustee evaluation.
5. Trustees will review the extra hours on Saturday for next meeting.
6. Erin Apostolos will email a PDF of Pam Coburn's article to all trustees.
7. Erin Apostolos will email State Report and Assistant. Library Director Job description to Miller Lovett.
8. Erin Apostolos will update trustee contact information with cell info for next meeting.
9. Erin Apostolos will write bid for painting project and submit it to the town office.
10. Erin Apostolos will send out a press release regarding databases and online calendar.
11. Erin will update NHLTA with Miller Lovett and Beverly Heyduk's information

IX. Adjournment--Next meeting: April 21, 2015, 6:00PM

- a. Motion to adjourn made by Duncan McNeish at 7:48 PM, seconded by Paul Eldridge. Motion passes.