

Meredith Public Library
Library Trustee Meeting
Tuesday April 21, 2015

Meeting called to order at: 6:00 PM

In attendance: Duncan McNeish, Paul Eldridge, Pam Coburn, Ann Butler, Colleen Nolan

Absent with Notice: Miller Lovett and Beverly Heyduk

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

- I. Report from Tom Ladd
 - a. Tabled until May 12th.

- II. Trustee Officer Election-Vice Chair
 - a. Motion for Colleen Nolan to remain Vice Chair of the Board of Trustees. Moved by Paul Eldridge. Seconded by Ann Butler. Motion carries.

- III. Secretary's Report
 - a. Approval of March 26th minutes
 - b. Moved by Ann Butler seconded by Paul Eldridge. Motion carries.
 - c. Approval of minutes from Executive Session March 26th made by Colleen Nolan seconded by Paul Eldridge. Motion carries.

- IV. Treasurer's Report
 - a. Approval of Report moved by Paul Eldridge seconded by Colleen Nolan.
 - b. Total market value: \$861,336.44
 - c. Bill from CPW for work done March 1st to March 31st Ann moves to pay bill, Paul Eldridge seconds. Motion carries.

- V. Library Director's Report
 - a. Financial Update
 - b. Circulation and Events Report
 - c. Friends Update:
 - Friends Meet and Greet from 3 to 5 April 21st. Baked goods, coffee, tea, and hot chocolate made available for patrons.

- Raffle for the Friends for a basket of items made and a winner selected.
 - Keurig beverages will be available throughout Library Week free of charge and will be \$1 afterwards.
- d. Outreach Update
- Little Free Library currently being painted, best location to be determined. Also, the library will seek two additional Little Free Libraries.
- e. Building Maintenance Updates
- Erin Apostolos met with Global Mechanical and the library will no longer be using them.
 - Erin Apostolos received information from Stafford Oil.
 - Ann Butler moves to accept Stafford Oil for HVAC at the library, seconded by Paul Eldridge. Motion carries.
- f. Master Plan Committee
- Tabled until May 12th
- g. Grant Updates:
- Received first installment of L-Chip Grant.
 - Erin Apostolos will apply for Moose Grant to work towards the gutter project.
- h. PR Update
- Laconia Citizen reported on Technology Petting Zoo.
 - Concord Monitor ran an article on Erin Apostolos's certification.
- i. Library page position for a few hours a week.
- Erin Apostolos will go to the town office and determine what qualifications are required, i.e. fingerprinting and if it can be offered exclusively to high school students.

VI. Old Business

- a. Long Range Plan Goal 2-PR
- Timely articles in the Meredith News. Mentioned in other papers.
 - Miller Lovett will be asked to view papers he subscribes to to see if the library is mentioned.
 - Programs for each department are much higher than minimum objective.

- Ann Butler will ask Eliza Leadbeater if she knows any cost estimator the library could use.
 - Erin Apostolos will put a message into the New Hampshire Library listserv for a potential cost estimator.
- b. Library Masonry/Gutter Project-Bid
- Duncan McNeish, Rich Jewett and Erin Apostolos received four bids.
 - Duncan McNeish and Rich Jewett met with Pro-point Masonry and went over bid package. Lester Banks- Pittsfield, NH.
 - Ann Butler moves for acceptance of contracts for \$64,000 for masonry project for Lester Banks and \$98,000 plus insurance riders for gutters for Gerard Leone \$98,000. Seconded by Duncan McNeish. Motion carries.
- c. Meet with Chris Williams (invoice emailed April 1)
- Erin Apostolos will set up a meeting for Chris Williams, herself and Pam Coburn.
- d. GMP Design Update
- Chris Williams contacted Paul Eldridge. Limited funding available currently.
- e. Changing Library Hours
- Monday hours would cause limiting programs.
 - Saturday hours increase might not be beneficial as the library is relatively slow after 1:00.
 - Adding an hour to the morning and closing an hour earlier Tuesday through Friday could be considered.
 - Hours discussion tabled.
- f. Action Items from Last Meeting
- 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. Will meet May 7th.
 - Erin Apostolos will contact Beth Euiler again regarding the sign. Will happen by next meeting.
 - Beverly Heyduk and Pam Coburn will contact Funeral Home after April 15. Were unable to schedule.
 - 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. Complete.

- Evaluations submitted. Packet to be created for all trustees. Committee to be formed to go over packet.
 - Advocacy and fundraising to be discussed at next meeting.
 - Trustees will review the extra hours on Saturday for next meeting. Complete.
 - Erin Apostolos will email a PDF of Pam Coburn's article to all trustees. Complete.
 - Erin Apostolos will email State Report and Assistant Library Director Job description to Miller Lovett. Complete.
 - Erin Apostolos will update trustee contact information with cell info for next meeting. Complete.
 - Erin Apostolos will write bid for painting project and submit it to the town office. Brenda Vittner sent Erin Apostolos her draft. Erin Apostolos will write the bid, but not send it out.
 - Erin Apostolos will send out a press release regarding databases and online calendar. Matthew Gunby will be working on this.
 - Erin Apostolos will update NHLTA with Miller Lovett and Beverly Heyduk's information. Duncan McNeish completed.
- g. Personnel Policy Legal Review (emailed April 2)
- Legal review received from the town's lawyer.
 - Andrew Livernois has received copy of the personnel policy and legal review.
 - Upon receipt it will be sent to the policy committee.
- h. Sign Personnel Policy Manual: tabled until May.

VII. New Business

- a. Digital Magazines now available through the state library.
- b. Interior Paint Bid: will be prepared but not submitted.
- c. Calendar Review of May
 - Conference May 12th NHLTA.
- d. Library Director's Annual Review (template emailed 4/9) (Due July 1, 2015). Will be completed by all trustees and discussed next meeting in executive session.

- e. Alternate Library Trustee Suggestions: Erin Apostolos will put an ad out for the Laconia Sun for a Saturday. Notice will be put on the bulletin board and at the library. Trustees will also contact any interested members.
- f. Contact Select Board to see if any would be interested in visiting the library during a Board of Trustees meeting.
- g. Meredith 250 Anniversary Committee Rep: Ann Butler will contact the committee to see about joining.
- h. Trustee Orientation Packet tabled until next month.
- i. Library Trustee Review and Goals
- j. June 19th closure of the library at noon. Moved by Ann Butler seconded by Paul Eldridge. Motion passes.
- k. Adhere to the policy of not having public meetings at the library except for library functions.

Action Items

1. Duncan McNeish will pay bill to CPW.
2. Erin Apostolos will contact Rotary about two additional Little Free Libraries.
3. Erin Apostolos will go to the town office and determine what qualifications are required for library page, i.e. fingerprinting and if it can be offered exclusively to high school students.
4. Miller Lovett will be asked to view papers he subscribes to to see if the library is mentioned.
5. Ann Butler will ask Eliza Leadbeater if she knows any cost estimator the library could use.
6. Policy Committee to meet May 6th.
7. Erin Apostolos will apply for Moose Grant to work towards the gutter project.
8. Erin Apostolos will put a message into the New Hampshire Library listserv for a potential cost estimator.
9. Erin Apostolos will contact Beth Euiler again regarding the sign.
10. Erin Apostolos will set up a meeting for Chris Williams, herself and Pam Coburn.
11. Erin Apostolos will write the bid for painting project, but not send it out at this time.
12. Erin Apostolos will put an ad out for the Laconia Sun for a Saturday for alternate trustee position.
13. Trustees will approach any potentially interested candidates for alternate trustee position.

14. Ann Butler will contact the Meredith 250 Anniversary Committee and request to join.

Executive session moved by Ann Butler seconded by Paul Eldridge. Poll of trustees. Board of Trustees enters executive session 7:30.

VIII. Executive Session

- a. Approval of March 26, 2015 Executive Minutes (need to seal)
- b. Personnel Issue

Exited non-public session 7:37 PM

Ann Butler moves to seal the minutes of non-public session seconded by Paul Eldridge. Motion carries.

Adjournment— Duncan McNeish moves to adjourn, seconded by Paul Eldridge. Motion carries.

Adjourn: 7:39 PM

Next meeting: Tuesday, May 12, 2015

Respectfully submitted by Matthew Gunby