Library Trustee Meeting
Tuesday, May 12, 2015

Meeting called to order at: 6:00 PM
In attendance: Paul Eldridge, Pam Coburn, Miller Lovett and Beverly Heyduk, Colleen Nolan
Absent with Notice: Duncan McNeish, Ann Butler
Others Present: Erin Apostolos (library director), Matthew Gunby (administrative assistant), Christopher Leland (systems/technical services librarian), Judy Hodges (assistant director), Tom Ladd (library consultant)

I. Tom Ladd
   a. 7800 square feet estimated interior space instead of the accepted 10,000 square feet.
   b. Erin Apostolos will contact Chris Williams to verify internal square footage.
   c. 36% is non-assignable space. 25-27% non-assignable for libraries in general.
   d. 100 people for large functions would be desirable.
   e. Designing dedicated storage space highly important, 5-7% desired.
   f. Number of families walking to the library seems to be going down over time.
   g. Tourism does not tend to play a great part in the library’s stated mission.
   h. Next steps:
      i. What possible usages could building have if not a library.
      ii. Reasonable additions to the current structure and costs associated.
      iii. If the library were moved where would it go?
      iv. Is this otherwise a place that would be taxable income for the town?
      v. One floor library would solve many of the current issues with regards to access and staffing. Two floor option should not be dismissed either.
      vi. Need to examine all possible alternatives without consideration of costs. Determining how best to structure this discussion is of great importance.
vii  Possibility of creating a charrette to further discuss next steps. Brings interested parties together to discuss possible directions. Value in holding it in the library to show some of the library’s issues.
viii Cost evaluation to create an optimal library for both a remodel and a new building. Difficult to determine without actual architects and actual build site.
ix  Donor proposal could provide extra resources.
x  Section 7 of the report goes over a number of different concerns that should be addressed.
xi  Erin Apostolos will look into RFQ for cost estimators. It is possible the information this provides will not accurately display all contingencies.
 xii Greater engagement in the community with regards to this process.
xiii Colleen Nolan will contact Norm Larson about who to contact for creating a charrette.
xiv Trustees will come to June meeting with ideas for reaching summer residents and informing them of the results of the Master Plan.
xv  Fundraising should be general until an absolute decision is made.
xvi  Tom Ladd mentioned that there would be value in obtaining estimates even if they proved to be rough estimates of both restoring the building on the current site and moving to a new site.

II. Secretary’s Report
   a. Approval of April 21 minutes. Motion to accept minutes made by Paul Eldridge, seconded by Beverly Heyduk. Motion carries.

III. Treasurer’s Report

IV. Library Director’s Report
   a. Financial Update
   b. Circulation and Events Report
c. Friends Update
   i. Friends Tea was enjoyed as was the presenter.

d. Outreach Update

e. Building Maintenance Updates

f. Master Plan Committee

g. Grant Updates

h. PR Update

V. Old Business

a. Long Range Plan Goal 3: Wireless signal has been extended. Catalogs have been added to balcony and non-fiction room. Public wireless printing is possible, but not entirely practical due to location of servers and need to update drivers. PCs in young adult and children’s room not currently available due to space issues. A computer lab is also not available in the current building. Microfilm reader not currently feasible in current space, though it may be considered at a later time.

b. Personnel Policy and Staff Evaluations-Policy Committee
   i. Tabled until June meeting. Committee will meet May 21st.

c. Gutter/Masonry Update: Signed copy of contractor needs to be sent to the town manager, then work can begin in late June.

d. GMP Design Committee: Funding limited for current plan. Chris Williams is looking into funding for this project.

e. Trustee Alternate Applications: Two applications were received. Several other possibilities were considered.
   i. Pam Coburn will contact other applicants.

f. Action Items from Last meeting
   • Duncan McNeish will pay bill to CPW. Completed.
   • Erin Apostolos will contact Rotary about two additional Little Free Libraries. This is still in process until the first Little Free Library is decorated.
   • 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. Completed.
• Miller Lovett will be asked to view papers he subscribes to to see if the library is mentioned.
• Ann Butler will ask Eliza Leadbeater if she knows any cost estimator the library could use. Pam contacted Eliza Leadbeater.
• Policy Committee to meet May 7th. Now May 21st.
• Erin Apostolos will apply for Moose Grant to work towards the gutter project. Pending.
• Erin Apostolos will put a message into the New Hampshire Library listserv for a potential cost estimator. Completed.
• Erin Apostolos will contact Beth Euiler again regarding the sign. Contacted and sign will be altered.
• Erin Apostolos will set up a meeting for Chris Williams, herself and Pam Coburn. Erin Apostolos and Pam Coburn met Chris Williams. Earlier clarification would have helped and level of specificity will help building project. Written scope of work should be provided in the future.
• Erin Apostolos will write the bid for painting project, but not send it out at this time. Completed.
• Erin Apostolos will put an ad out for the Laconia Sun for a Saturday for alternate trustee position. Completed.
• Trustees will approach any potentially interested candidates for alternate trustee position. Two applicants have submitted applications, several others possibly interested.
• Ann Butler will contact the Meredith 250 Anniversary Committee and request to join.
• Pam and Beverly to contact Funeral Home. Meeting has been set.
• Matthew to write article which includes info on databases and online calendar. Should be in next week’s paper.

VI. New Business

a. Calendar Review of May and June
   i. Erin Apostolos’s assessment for June meeting.
   ii. Conference on May 18th for trustees. Pam Coburn, Erin Apostolos and Beverly Heyduk will attend.
iii Quarterly review of building maintenance.

b. Fundraising/Advocacy Committee(s): Beverly Heydulk interested in participating. The committee will not be formed until alternates join.

c. New Trustee Orientation/Packet Committee: Pam Coburn will participate in that committee as will Erin.

d. Invite Select Board to future meeting: Will be invited for July meeting.

e. Erin Apostolos will contact Andrew Livernois to determine if there are any updates on MOU.

f. Need to sign minutes after approval.

g. Basecamp Tutorial at future meeting: Erin Apostolos will set up a time.

h. Lamp: Colleen Nolan moves to accept, Beverly Heydulk seconds, motion carries.

i. Erin Apostolos will contact window professional on possible different blinds for her office.

j. Plannh.org shows a number of successful charrettes.

k. Additional meeting may be considered in June if necessary to discuss Master Plan/Building Program to see if there is a consensus or several competing visions for the direction the library should go in.

l. Executive Session (Personnel Issue and Exit Interview)
Motion to enter executive session made by Paul seconded by Beverly at 8:00. Members are polled to enter executive session. Motion carries.

VII. Action Items
Erin Apostolos will contact Chris Williams to verify internal square footage.

Erin Apostolos will look into RFQ for cost estimators.

Colleen Nolan will contact Norm Larson about who to contact for creating a charrette.

Pam Coburn will contact other applicants for alternate trustee positions.

Erin Apostolos will contact Andrew Livernois to determine if there are any updates on MOU.

Erin Apostolos will set up a time for a Basecamp tutorial.
VI. Adjournment--Next meeting: Tuesday, June 9, 2015

Respectfully submitted by,
Matthew Gunby

Paul Eldridge
Pam Coburn
Miller Lovett
Beverly Heyduk