Library Trustee Meeting Minutes  
Meredith Public Library  
Tuesday, July 14 2015

Meeting called to order at: 6:01 PM  
In attendance: Duncan McNeish, Pam Coburn, Beverly Heyduk, Miller Lovett,  
Paul Eldridge, Ann Butler.  
Others Present: Erin Apostolos (library director), Matthew Gunby (administrative assistant), Christopher Leland (assistant director)

I. Secretary’s Report
   a. Approval of May 12 minutes (Paul Eldridge, Pam Coburn, Beverly Heyduk, Miller Lovett may vote)  
      i  Beverly Heyduk makes motion, Paul Eldridge seconds. Motion carries.
   b. Approval of June 2 minutes (Duncan McNeish, Pam Coburn, Beverly Heyduk, Miller Lovett may vote)  
      i  Beverly Heyduk makes motion. Paul Eldridge seconds. Motion carries.
   c. Approval of June 9 minutes (Duncan McNeish, Pam Coburn, Paul Eldridge, Beverly Heyduk, Ann Butler may vote)  
      i  Ann Butler makes motion. Beverly Heyduk seconds. Motion carries.

II. Treasurer’s Report
   a. Approval of Report  
   b. Total market value as of 7/14/2015: $849,583.25  
   c. Motion to accept report made by Beverly Heyduk seconded by Paul Eldridge. Motion carries.

III. Library Director’s Report
   a. John Locke’s help with reluctant readers greatly impacted one student. Would he, his family and the teacher be willing to share their story?

IV. Old Business
a. Tom Ladd’s updated report: Received today, will be tabled for special meeting set for Friday July 24th, if closed possibility of doing it at the community center.

b. Long Range Plan Goal 5: Services to Young Adults
   i. Teens view library as welcoming place.
   ii. Objectives limited due to the current space.
   iii. More teen activity over the past few years.
   iv. Value in considering this goal quarterly.

c. Personnel Policy and Staff Evaluations-Policy Committee: tabled until committee can meet.

d. Orientation Packet committee-Putting it online: Material made available showing the challenges and duties of becoming a trustee. Also, provide references to pertinent information such as RSAs.

e. Gutter/Masonry Update: Reports forwarded from Rich Jewett. Project on track for October/November completion.

f. Trustee Applications: Applications received from Jane Ramsay and Rosemary Kiernan-Landry.

g. Erin Apostolos will contact Phil Warren to determine when they can discuss new trustee appointment at the Select Board. 60 days to make appointment, then Select Board has 60 days to approve appointment. Ann Butler moves to appoint Jane Ramsey to fill Colleen Nolan’s trustee position, Paul Eldridge seconds. Motion carries. Alternate trustee tabled until next meeting. Ann Butler will contact Rosemary Kiernan-Landry and inform her. Erin Apostolos will contact Jane Ramsey. Friends of the Library will be asked if they know possible candidates for other alternate positions.

h. People willing to assist trustees in various capacities without becoming members necessarily should be sought out as particular projects develop.

i. Action Items from Last meeting
   • Erin Apostolos will contact Rotary about two additional Little Free Libraries. Completed and in Director’s Report.
   • Pam Coburn will ask Eliza Leadbeater if she knows any cost estimator the library could use. Likely will not be completed until August.
   • Ann Butler will contact the Meredith 250 Anniversary Committee and request to join. Completed.
• Duncan McNeish will contact Andrew Livernois to determine if there are any updates on MOU. Duncan McNeish will contact Andrew Livernois in the next few days. Bill received for work done.
• Erin Apostolos to ask Linda Hough to create a suggestion box for patrons. Erin Apostolos will complete before next meeting.
• Erin Apostolos will send construction notices to neighbors. Completed.
• Erin will add “Please remember us in your legacy planning” in newsletter. Will be in next month’s newsletter.
• Duncan McNeish to contact Pat Kelly to get library on. Generally focus on city of Laconia. Beverly Heyduk will look into possibility of other local station. Tabled as Pat Kelly is currently out.
• Erin Apostolos to include building/master plan updates on Friends’ report. Completed.
• Trustees and staff to review options A, B + C on Tom Ladd’s 2011 report. Less important with new report made available.

j. Meeting with Brown Engineering regarding space
• New expansion would face different codes than one from the 1980s.
• Lack of emergency vehicle access.
• Speak to Baptist Church to determine their goals and how they can be incorporated into the library’s goals.
• Church is not on the historic registry, but it is one of the oldest churches in the area.
• Duncan McNeish will contact Ken Jones with regards to fire code.
• Trustees will arrive at next meeting with ideas for overall plan moving forward.

New Business

a. Calendar Review of August:
   • Form budget committee.

b. Colleen Nolan: Moved by Ann Butler, seconded by Paul Eldridge to accept Colleen Nolan’s resignation with regrets. Motion carries.

c. Miller Lovett’s document: Tabled until special meeting.

d. Establishing building space as well as acreage for both parking and potential to grow.
e. Establishing a list of action and processes along with the people to bring in to accomplish this.
f. Staffing and energy considerations need to be made.
g. What the library has and what is needed to be considered.
h. Audit will be added to August agenda.
i. Motion to enter executive session made by Ann Butler seconded by Paul Eldridge. Poll of the trustees.

Adjournment: Motion made by Ann Butler, seconded by Paul Eldridge. Motion carries. Meeting adjourned at 8:21.
Next meeting: special meeting Friday, July 24th at 1:00.
Next regular meeting Tuesday, August 11, 2015 at 6:00

Trustees

Duncan McNeish
Pam Coburn
Beverly Heyduk
Miller Lovett
Paul Eldridge
Ann Butler