

Meredith Library Board of Trustees  
Library Trustee Meeting  
August 11, 2015

Meeting called to order at: 6:00 PM

In attendance: Pam Coburn, Beverly Heyduk, Miller Lovett, Jane Ramsay, Paul Eldridge

Absent with Notice: Ann Butler, Duncan McNeish

Others Present: Erin Apostolos (library director), Matthew Gunby (administrative assistant), Christopher Leland (assistant director)

- I. Welcome Jane Ramsay
  
- II. Secretary's Report
  - a. Approval of July 14 minutes
    - i Motion to approve minutes made by Miller Lovett seconded by Paul Eldridge, motion carries.
  - b. Approval of July 24 minutes
    - i Motion to approve minutes made by Beverly Heyduk, seconded by Miller Lovett, motion carries.
  
- III. Treasurer's Report
  - a. Approval of Report
    - i Tabled, treasurer was absent.
    - ii Benefits of joining Chamber of Commerce. Good for the image of the library and spreading word. Civic promotional organization. Paul Eldridge moves to join Chamber of Commerce, Beverly Heyduk seconds. Motion carries.
  
- IV. Library Director's Report
  - a. Update on water damage. Leak has spread into walls. Erin Apostolos will discuss this with Gerard Leone
  - b. Queen Victoria visit was highly successful. The limits of the function room were also clear including the temperature, access and lack of parking.
  - c. Erin Apostolos will visit Leavitt Beach tomorrow to determine usage of Little Free Library.

- d. Beverly Heyduk and Erin Apostolos will be on Pat Kelly's program on August 21<sup>st</sup> at 9:06 AM, channel 1490 AM.

V. Old Business

- a. Long Range Plan Goal 6: Services to Children
  - i Children's room moved out of attic.
    - 1 Consult architect to consider where children's space could be moved to.
    - 2 Exterior fire escape or new stairwell would need to be added to keep children's room viable in its current space.
    - 3 Moving children's library downstairs and approaching Baptist Church to see if they might be willing to host some library events.
    - 4 Erin Apostolos will look into possible names for spatial consultants.
  - ii Combination of juvenile and children's collection for exclusive teen space.
  - iii Movable furniture.
- b. Personnel Policy and Staff Evaluations-Policy Committee
  - i Review of evaluation process. Self-evaluation clarified in new evaluation process. The entire policy will likely need to be updated with regards to lawyer's overview of policy.
  - ii Erin Apostolos will attempt to obtain new version of the town personnel policy.
  - iii Erin Apostolos will send out an email to try and set up a meeting time for policy committee.
- c. Gutter/Masonry Update: Erin Apostolos spoke to Rich Jewett Tuesday. Most of the work done on west side, some of the work on the south side by the alcove.
- d. Action Items from Last meeting
  - Trustees to brainstorm names for Trustee Alternates
  - Ann will call Rosemary Kiernan-Landry regarding Trustee Alternates
    - Ann Butler was absent from meeting, but Rosemary Kernan-Landry has contacted Erin Apostolos and seems unable to join at this time.

- Erin Apostolos to contact Phil Warren about being put on BOS agenda. Completed.
- Pam Coburn to write letter to Colleen Nolan. Completed.
- Pam Coburn will ask Eliza Leadbeater if she knows any cost estimator the library could use. Pam Coburn will continue trying to contact Eliza Leadbeater.
- Duncan McNeish will contact Andrew Livernois to determine if there are any updates on MOU. The board received a document from Andrew Livernois and one from the town's lawyer.
- Erin Apostolos to ask Linda Hough to create a suggestion box for patrons. Completed.
- Erin Apostolos will add "Please remember us in your legacy planning" in newsletter. Completed.
- Trustees and staff to review options A, B + C on Tom Ladd's 2011 report. Will be discussed at staff meeting tomorrow.

VI. New Business

- Vote to accept Brick fix by stairs: \$2,300.00.* Motion to repair staircase made by Paul, seconded by Beverly. Motion carries. Miller abstains.
- Interest in safe in library cellar: Not interested in selling it at this time.
- Calendar Review of September
- Budget Committee formation: Pam Coburn, Jane Ramsay and Duncan McNeish will form budget committee.
- Erin Apostolos will send roster of trustees to Jane Ramsay.

VII. Adjournment--Next meeting: Tuesday, September 8, 2015

Motion made at 7:21 PM by Paul Eldridge, seconded by Beverly Heyduk.  
Motion carries.

Pam Coburn  
Beverly Heyduk  
Jane Ramsay  
Paul Eldridge  
Miller Lovett