

Library Trustee Meeting Minutes  
Tuesday, October 11, 2016, 6:00PM

Meeting called to order at 6:00 PM

Members in Attendance: Ann Butler, Miller Lovett, Pam Coburn, Paul Eldridge, Jane Ramsay

Absent with Notice: Beverly Heyduk, Duncan McNeish

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Jim McFarlin (alternate trustee)

I. Secretary's Report

- a. Letter to the editor thanking the Friends of the Library. **Motion to accept letter as written and send to the Meredith News and Laconia Daily Sun made by Jane Ramsay, seconded by Miller Lovett. Motion carries unanimously.**
- b. Create policy on signing of past minutes to make them available to all to sign outside of regular meetings. This will be addressed at the next policy committee meeting.
- c. **Motion to accept minutes for September 13 and 27, 2016 made by Pam Coburn, seconded by Jane Ramsay. Motion carries unanimously.**

II. Treasurer's Report

- a. Investment Review tabled until next meeting.
- b. Total market value \$842,781.77 as of 10/11/16.
- c. **Motion to approve treasurer's report made by Paul Eldridge, seconded by Jane Ramsay. Motion carries unanimously.**

III. Library Director's Report

IV. Old Business

- a. Bylaw Review-tabled to November 15. Pam Coburn will join review process. Ann Butler will send relevant documents to Pam Coburn.
- b. PR Committee Update: Committee decided to write letter to the editor to ask for feedback from patrons to be sent as letters to the editor. Ann Butler wrote this letter and it appeared in the Daily Sun 10/11/16. Deborah McNeish wrote letter to the editor promoting activities in October. Appeared in Saturday paper. FAQ is still in the printing process. Erin Apostolos approved proof with printers.

- i Ann Butler will contact printers to make sure these will be available by end of the week.
  - ii Letter to the editor offering tours of the library has been sent and published, though to date no one has scheduled a tour.
- c. Creating survey asking if patrons are going to a Main Street business or coming from a Main Street business. Specifically do not include other municipal buildings.
- d. Parking commentary. Having staff keep track of this. Consider adding this next month.
- e. Fundraising Committee Update-Hasn't Met-will meet soon
  - i Erin Apostolos has asked Friends of the Library to join NH Nonprofits Grants Central database.
- f. Policy Committee Update (collecting money for others): **Motion to accept new policy as written made by Paul Eldridge, seconded by Jane Ramsay. Motion carries unanimously.**
- g. Budget Committee Update: **Motion to approve 2017 budget as written made by Paul Eldridge seconded by Pam Coburn. Motion carries unanimously.**
- h. Site Discussion: Jim McFarlin, Duncan McNeish and Erin Apostolos visited barn at Robertson property. It seems to have a number of potential issues.
  - i Investigate possible purchasers for the barn.
  - ii Determine potential costs to make repairs to building.
  - iii Part of feasibility study?
  - iv Consideration for noise issues, particularly for outdoor activities.
  - v Evaluation of the barn. Erin Apostolos will determine if there is a cost associated with this and if a stipend is necessary. Determine both cost of repairs and selling building. Erin Apostolos will contact Duncan McNeish to inform the Robertson family. Erin Apostolos will contact Dan Heyduk to find a potential group to evaluate the barn. Erin Apostolos will contact code enforcement officer, Brian Swanker, and the fire chief, Ken Jones to determine safety updates needed for the barn. She will also ask them about what would need to be done to current building if it were to undergo a change in usage.

V. New Business

- a. Other Business
- b. Beverly Heyduk will call a meeting once we receive information from Kent Brown's study.
- c. CIP Update: First level of feasibility study underway of Robertson property. Potential second level feasibility study.
- d. Question for code enforcement officer and fire chief about changes that would need to occur with this building if it changed usage.
- e. Complaints about smoking by the library. Creating a policy about this. Will be discussed at next policy committee meeting.
- f. Potential candidate for alternate trustee: Beverly Strader. Erin Apostolos will contact her to see if she has any interest.
- g. Two warrant articles for town meeting 2017 recommended by Brenda Vittner: Capital Improvement Fund and payment for civil engineer.
- h. Concerns with regards to air conditioning. One unit broke and required obsolete, aftermarket parts to be obtained. Evaluated two years ago and it was determined they should be able to last ten years. Both for current occupancy and if building were to change to a different municipal function these costs need to be considered.

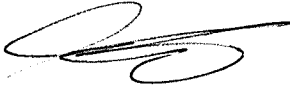
VI. Action Items

- a. Policies for smoking and having minutes signed will be brought to the policy committee.
- b. By-law review will be completed by Ann Butler and shared with Pam Coburn.
- c. Erin Apostolos will contact Duncan McNeish to inform the Robertson family about barn evaluation. Erin Apostolos will contact Dan Heyduk to find a potential group to evaluate the barn. Erin Apostolos will contact code enforcement officer, Brian Swanker and the fire chief, Ken Jones.
- d. Erin will contact Betty Strader.

VII. Adjournment--Next meeting: Tuesday, November 15, 6:00PM

**Motion to adjourn made by Paul Eldridge, seconded by Jane Ramsay.  
Motion carries unanimously.**

Respectfully submitted by Matthew Gunby



Ann Butler

Miller Loyett



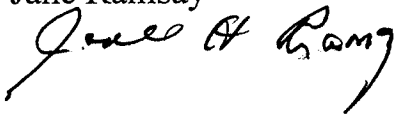
Pam Coburn



Paul Eldridge



Jane Ramsay



Meredith Public Library Board of Trustees' Meeting Minutes

November 2, 2016

Trustees Present: Ann Butler, Jane Ramsay, Paul Eldridge, Miller Lovett

Absent with Notice: Pam Coburn, Beverly Heyduk, Duncan McNeish

Others Present: Erin Apostolos (director), Matthew Gunby (head of circulation), Betty Strader (potential alternate trustee), Jim McFarlin (alternate trustee), Ron Lamarre (architect, consultant)

Meeting called to order at: 2:05 PM

Plans and Building Program

Shelving space of current collection. Currently 2570 feet of linear shelving for adult collection. 153 7-tier shelf units, 300 5-tier shelf units for adult collection. 10 and 12 inch depths. 3 ft. aisle between.

Overall square footage 14,000 sq. ft. More efficient usage of space should develop over time, making the actual space requirements for the building potentially slightly under this number.

Determining furnishing of different spaces is an important step. Conference room and stackable chairs versus softer chairs.

40-45 parking spaces.

Historic room? Would this be one of the conference rooms or a separate space?

Book sale room?

Facing? Reasons for doing it. Most sustainable. Determining what façade will be visible from parking area and roadways also important.

Need to determine whether it is worthwhile to have a completed basement for storage and electrical and if this is worth additional construction costs.

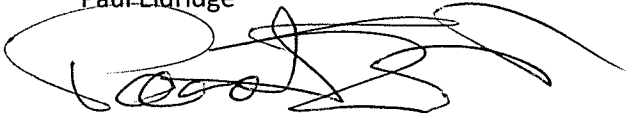
Meeting adjourned 2:59 PM

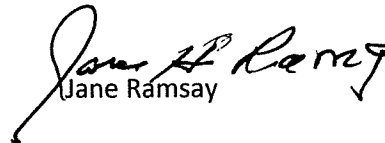
Respectfully submitted by Matthew Gunby

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Paul Eldridge



  
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