

Library Trustee Meeting Agenda
Tuesday, November 15, 2016, 6:00PM

Trustees Present: Beverly Heyduk, Jane Ramsay, Miller Lovett, Duncan McNeish

Absent with Notice: Ann Butler, Paul Eldridge

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

- I. Secretary's Report-approve minutes of October 11 and November 2, 2016. Tabled until next meeting.

- II. Treasurer's Report
 - a. Investment Review
 - b. Total market value \$832,080.71 as of 11/14/16
 - c. **Motion to accept treasurer's report made by Jane Ramsay, seconded by Miller Lovett. Motion carries.**

- III. Library Director's Report
 - a. Survey of visits to the library whether people were also going to businesses on Main Street. **Motion to wait until December meeting to determine how to use/publicize results made by Duncan McNeish seconded by Jane Ramsay. Motion carries. Miller Lovett opposed.**

- IV. Old Business
 - a. Bylaw Review: tabled until December.
 - b. PR Committee Update: Frequently Asked Questions brochure being handed out with checkouts. Will also be brought to transfer station.
 - i. What will be done with historic building?
 1. Tour of Portsmouth Library and Visitor's Center.
 2. Reaching out to possible organizations that might be interested in utilizing a visitor's center.
 - ii. Reminding people that tours of the historic building are available.

- iii Erin Plummer has offered to do an interview with the trustees if they would like one at any point moving forward.
- iv Name changed to Outreach.
- v Economic impact.
- vi Cost to average taxpayer and other data gathering.
- vii What a library of the future looks like.
- viii Ask Meredith News if they would be willing to post Director's Report.
- ix Create a section of website of library of the future.
- c. Fundraising Committee Update
 - i Beverly Heyduk will meet with Carol Gerken and discuss whether she might be willing to aid in fundraising.
 - ii Fundraising meeting scheduled for Thursday 11/17.
- d. Policy Committee Update (Smoking, Pets and Trustee Minutes)
 - i Update to Behavior Policy. **Motion to updated behavior policy made by Duncan McNeish, seconded by Jane Ramsay. Motion carries unanimously.**
 - ii **Motion to accept new pet policy made by Duncan McNeish, seconded by Jane Ramsay.**
 - iii **Motion to accept new policy for Trustee minutes made by Duncan McNeish seconded by Jane Ramsay.**
- e. Site Discussion
 - i Tabled until December.

V. New Business

- a. Teens/food/drink/behavior
 - i Will be brought to policy committee.
- b. Betty Strader as alternate
 - i Has previously worked with PR Committee and Planning Committee.
 - ii Erin Apostolos will email Betty Strader volunteer packet.
 - iii Send advertisement in community for possible alternate positions.
- c. CIP Meeting report
 - i Create warrant article for creation of expendable trust.

- ii Create warrant article to expend from expendable trust fund for feasibility study.
 - iii If Board of Selectmen were agents to expend it might be more likely to pass according to the CIP committee.
 - iv Has been done on past projects Ron Lamarre has worked on.
 - v Having a plan for what is to be done with old building important according to CIP.
 - vi Matter of probate court.
 - vii Meeting with Select Board December 19th
 - viii Create memo to Select Board prior to December 19th.
 - ix **Duncan McNeish makes motion to contact Andrew Livernois regarding probate court and timing, Jane Ramsay seconds. May not be the appropriate time to contact lawyer until there is something more concrete to discuss. Miller Lovett opposed.**
 - x Duncan McNeish will ask Kent Brown to contact Beverly Heyduk
- d. ETF amount. Tabled until December.
 - e. New Building Construction Workshop
 - i Matthew Gunby reported on repurposing of historic libraries. Sunapee Public Library example.
 - ii Foundation report tabled until next meeting.
 - iii Beverly Heyduk will contact Terry Knowles for determining if there are any expendable trust ramifications for having Board of Selectmen versus Board of Trustees as expenders.
 - f. Meeting with BOS-Monday December 19 at 4:30PM to discuss warrant articles
 - g. Other Business

VI. Adjournment— Motion to adjourn at 6:45 PM made by Duncan McNeish seconded by Jane Ramsay. Motion carries.

a. Next meeting: Tuesday, December 13, 6:00PM

Respectfully submitted by Matthew Gunby

Beverly Heyduk

Miller Lovett

Jane Ramsay

Duncan McNeish

The block contains five handwritten signatures in black ink. From left to right, they correspond to the printed names: Matthew Gunby (a large, sweeping signature), Beverly Heyduk (a signature with a prominent loop), Miller Lovett (a signature with a large 'M'), Jane Ramsay (a signature with a large 'J'), and Duncan McNeish (a signature with a large 'D').

