

Meredith Public Library
Library Trustee Meeting
Tuesday, August 9, 2016, 6:00PM

Meeting called to order at: 6:01 PM

Trustees Present: Beverly Heyduk (chair), Ann Butler (vice chair), Paul Eldridge (secretary), Duncan McNeish (treasurer), Pam Coburn, Miller Lovett, Jane Ramsay.

Others Present: Erin Apostolos (director), Chris Leland (assistant director), Matthew Gunby (head of circulation), Jim McFarlin (Planning Board), Joe Quimby (potential alternate trustee)

Discussion with Ron Lamarre

- Currently only one site is viable, Robertson property. The Barnard Ridge site is questionable until at least next week, because Mark Billings is meeting with the LCHIP group to determine if the library's connection to the site makes it difficult to obtain grant. Meeting with LCHIP will occur August 18th. Mark Billings will email Beverly Heyduk about the meeting. **Beverly Heyduk and Miller Lovett will potentially meet with Mark Billings after the LCHIP meeting.**
- Response to LCHIP. **Attorney will draft a first copy and send it to the trustees who will ultimately sign and send.**
- Capital Reserve versus expendable trust. Expendable trust is only for the maintenance of the building. Capital reserve is for construction.
- Probate court will take six to seven months to handle the trust through which the library was donated. Repurposing is fairly common and often not a major hurdle. Also, LCHIP matter needs to be settled.

- Andrew Livernois believes the trustees need to make a decision on location as soon as able so the legal matters can be considered. Will not go to probate court until after town meeting, but preparations need to be attended to.
- Number of unknowns on both sites, but currently the Robertson property the library can investigate, while the Barnard Ridge site's unknowns require much of this information to come from Conservation Committee and they cannot currently provide this.
- Cannot start fundraising until a sense of location and what the building would look like is established.
- Land cannot be purchased by the library.
- Rendering can positively influence discussion by exciting the town.
- 2 potential ballot initiatives: 1 Selectman receive permission from the town to accept land. 2. Create a capital reserve.
- Impossible to do more than make assumptions on Barnard Ridge site. Department of Transportation and Department of Environmental Protection have studies on land. To do these studies would be costly, but past studies may be available to make estimates from.
- Will vote on next mailer August 23rd after Mark Billings meets with LCHIP on August 18th. Majority of responses tend to come early in process. Ten responses so far.
- Two completely separate sales: one for conservation one for the library.
- Could potentially have rendering for March 2017, if Lavalley Brensinger received decision by January.

- Guaranteed maximum cost would not be needed until March 2018 ballot when the library would potentially be asking for town funding.
- Misinformation in letters to the editor from public.
- Has there been sufficient information presented to the town up to this point?
 - Different circumstances: printer, bulk mailer license, waiting on Conservation Commission timeline have slowed this process.
 - Important that a first mailer has been sent out to everyone in town.
 - Ron Lamarre states that the Meredith Library Trustees have done more to reach out to the public than any other library he has ever worked with in the past.
 - Eight public meetings with surveys at each meeting.
 - Mailers sent out to every household.
- Merit in determining beyond a shadow of a doubt that a site is not viable.
- Introduction of Joe Quimby, potential alternate trustee.

I. Secretary's Report

- a. Approval and signing of Minutes from May, July 12 and July 26 Meetings
- b. **Ann Butler makes motion to accept minutes from July 12th and July 26th as written, Paul Eldridge seconds. Motion carries unanimously.**

II. Treasurer's Report

- a. Total Market value \$856,036 as of August 8th. **Motion to accept report as written made by Ann Butler seconded by Paul Eldridge, motion carries unanimously.**

III. Library Director's Report

- a. Air conditioner in the children's room has broken. Part needs to be found and Stafford is looking for after-market parts for the AC unit. To replace the AC unit would require the entire duct work be replaced, because our system uses an older type of Freon than current AC systems.
- b. Children's programming. Possibly creating press release, particularly for the Laconia Daily Sun.

IV. Old Business

- a. Lavallee Brensinger Extra payment. Tabled until August 23rd.
Duncan McNeish will contact Lavallee Brensinger about June payment from present contract.
- b. Candidates for Trustee Alternates
 - Joe Quimby potential candidate. Meeting to go over time requirements with current trustees, particularly with regards to the current new library project.
- c. Bylaw Review postponed until September.
- d. FAQ's-vote to accept. Motion to vote on and publish what has been distributed thus far made by Paul Eldridge, seconded by Duncan McNeish. Additions to be voted on at next and potentially subsequent meetings.

V. New Business

- a. Policy Committee Met
 - Gift Policy: **Motion made by Duncan McNeish and seconded by Paul Eldridge to make policy change recommended by Policy Committee.**
 - Library Card Policy (Staff/School designation; Parents present under 10): **Motion to accept policy as written made by Pam Coburn seconded by Duncan McNeish. Motion carries unanimously.**
 - MLIS and/or Para-Librarian Certification: tabled. To be discussed with staff. **Ann Butler will continue to research this.**
- b. September Calendar: need to form budget committee.
- c. Meeting with American Legion September 6 at 7PM: Erin Apostolos, Beverly Heyduk and Ann Butler will attend. Need to

Determine what information will be available to be presented at this time. Major value in hearing concerns about memorials. Concerns may need to be presented to the town Select Board. **Beverly Heyduk will contact Bob Keneally to make sure the library can still present to the American Legion.**

- d. Letter from LCHIP: should have been sent to all trustees.
 - Share letter with Andrew Livernois.
 - Have him draft response.
 - Erin Apostolos has created a timeline of events that have changed the library's process from the time the LCHIP grant was first sought.
 - GMP Executive Board Meeting Thursday morning 8 AM. **Pam Coburn will contact Liz Lapham to potentially attend their meeting. Erin Apostolos will provide her with chronology.**
- e. Beverly's Discussion with Terry Knowles
 - Need vision before starting any fundraising.
 - Capital reserve (construction purposes only). Determine what this covers. **Erin Apostolos will contact Brenda Vittner regarding capital reserve and the costs it covers.**
- f. Other Business
 - Logo for library project. Have t-shirts available at Book-It Race. Vote to have logo on t-shirts. **Ann Butler makes motion to authorize Beverly Heyduk to spend an amount not to exceed one thousand dollars to purchase t-shirts, Paul Eldridge seconds. Motion carries unanimously.**
 - **Motion to accept shirt logo with behind every great community is a great library slogan made by Paul Eldridge, seconded by Pam Coburn. Motion carries.**
 - **Beverly Heyduk will contact company printing shirts for the race about printing shirts for the new library project.**
 - Potential goals presented by Miller Lovett for which the trustees will seek approval for on Town Meeting 2017.
 - Approval of site.
 - Engineering studies.

- Land purchase and sale agreement.
- Establishing capital reserve
- Perhaps a schematic drawing
- Miller Lovett presented a potential timeline.
- Creating committee to establish and follow through with timeline.

VI. Adjournment--Next meeting: Tuesday, August 23, 10:00AM

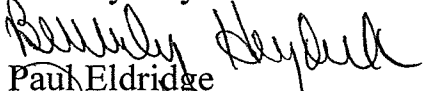
Motion to adjourn made by Ann seconded by Pam. Adjournment at 8:06 PM.

Action Items

- **Beverly Heyduk and Miller Lovett will potentially meet with Mark Billings after the LCHIP meeting.**
- **Attorney will draft a first copy and send it to the trustees who will ultimately sign and send.**
- **Duncan McNeish will contact Lavallee Brensinger about June payment from present contract.**
- **Ann Butler will continue to research this.**
- **Erin Apostolos will contact Brenda Vittner regarding capital reserve and the costs it covers.**
- **Beverly Heyduk will contact company printing shirts for the race about printing shirts for the new library project.**

Respectfully submitted by Matthew Gunby

Beverly Heyduk



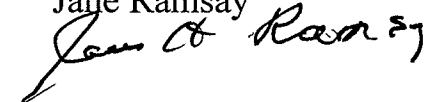
Paul Eldridge



Pam Coburn



Jane Ramsay




Ann Butler

Duncan McNeish



Miller Lovett

