

Library Trustee Meeting Minutes
Tuesday, June 13, 2017

Trustees Present: Ann Butler, Pam Coburn, Jane Ramsay, Duncan McNeish, Paul Eldridge, Betty Strader

Absent with Notice: Jim McFarlin

Others Present: Erin Apostolos (director), Matthew Gunby (head of circulation)

Meeting called to order at 6:00 PM

I. Secretary's Report-

- a Approve minutes of May 9, 2017. Sign previous minutes. **Motion to approve May 9, 2017 Paul Eldridge, seconded by Jane Ramsay. Motion carries unanimously.**
- b **Motion to approve Goal 9 with the following amendment made by Pam Coburn seconded by Jane Ramsay. Motion carries unanimously.**
- c Treasurer will be a part of the subcommittee that will meet with Bearing Point Trust.

II. Treasurer's Report

- a. Market value: \$36,486.61 as of June 13, 2017
- b. **Motion to approve treasurer's report made by Pam Coburn, seconded by Jane Ramsay.**
- c. Accept two donations in memory of Harold Noreen totaling \$125.00. Accept one donation for \$100.00 in memory of Doris B. Nevins. Accept one donation for \$200 from the staff of Innisfree Bookshop. Thank you notes have been sent. **Motion made by Jane Ramsay seconded by Paul Eldridge. Motion carries unanimously.**
- d. Auditor's Request for Investment Documents
 - i. Duncan McNeish has provided Brenda Vittner with the end of the year report from National Advisors Trust.
 - ii. Request from town's auditor for letter to be sent to National Advisors Trust. Request to be signed and sent to National Advisors Trust.
 - iii. **Request to send letter to National Advisors Trust to send materials to Plodzik & Sanderson for audit, and to have all correspondences being sent to the auditors also be sent to the trustees. Motion made by Betty Strader, seconded by Pam Coburn. Motion carries unanimously.**
 - iv. Request that reports from Bearing Point clearly delineate different funds.

III. Library Director's Report

IV. Old Business

- a. Perpetual Calendar:
 - i Having a goal per month (or two) from long-range plan to be discussed.
 - ii Having following month's agenda on each month's agenda.
 - iii Date to reaffirm investment policy.
 - iv Quarterly review starting in July.
- b. Bylaw Review
 - i Article 3 Officers and their duties. Hire a scribe. Will post minutes and provide them to the trustees.

- ii Provision for treasurer if no trustee is willing to fill this role. Would such an individual be under town bonding?
 - iii **Motion to accept changes to bylaws made by Betty Strader, seconded by Paul Eldridge. Motion carries unanimously.**
- c. Review Trustee Job Descriptions
- d. Long Range Plan
- e. Trustee Alternates:
 - i Potentially find alternate with connection to the schools.
 - ii Having clear understanding of duties of the trustees.
 - iii Invite potential alternates to attend meetings before coming on as alternate.
 - iv Consider having a committee to look into alternates.
- f. Policy Committee-ILL and Exhibit Policies
 - i **Motion to approve both the ILL and Exhibit policies made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.**
- g. Advisory Committee Update
 - i Parking possibilities if Price property were purchased.
 - ii Working out spillover parking with Humiston Building.
 - iii Multi-level building would be inefficient for staffing needs
 - iv Cost of maintenance.
 - v What end product should the committee have to present to the trustees in October?

V. New Business

- a. Recap NHLTA Conference
- b. Dealing with press...do we need a policy? The Board of Trustees authorize the director to determine what is appropriate to share with the press. Redirecting them to the trustees if necessary.
- c. CIP Meeting June 14 at 4:00PM at Annex. Several members of Joint Feasibility Study are on CIP. If a trustee wishes to attend, the library will be discussed at the meeting.
- d. Consideration of New Investment Policy from Bearing Point Trust.
- e. Terry Knowles has said that she can provide additional investment policies from other municipalities to review. Betty Strader will request this from Terry Knowles.
- f. Duncan McNeish will contact Bearing Point Trust and express concerns with current investment policy.
- g. Betty Strader will share her thoughts on the investment policy in writing, and will send it along to the Board. Duncan McNeish will review this and send it along to Bearing Point Trust.
- h. Other Business?
- i. Read over motions and actions

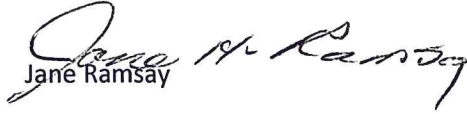
VI. Adjournment--Next meeting: Tuesday, July 11, 6:00PM
Adjourn at 7:21 PM.

Respectfully submitted by Matthew Gunby



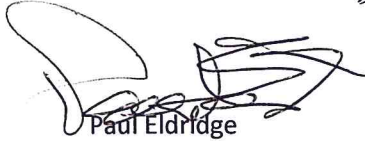
Ann Butler

Pam Coburn



Jane Ramsay

Duncan McNeish



Paul Eldridge



Betty Strader

