

Library Trustee Meeting
Tuesday, July 11, 2017

Members Present: Duncan McNeish, Jane Ramsay, Paul Eldridge, Betty Strader, Jim McFarlin
Absent with Notice: Ann Butler, Pam Coburn
Others Present: Erin Apostolos (director), Chris Leland (assistant director), Matthew Gunby (head of circulation)

- I. Secretary's Report-approve minutes of June 13, 2017. **Motion to accept minutes as written made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.**

- II. Treasurer's Report: Market value as of 7/11 \$869,265.38
Motion to accept report as written, made by Paul Eldridge, seconded by Betty Strader.

- III. Library Director's Report
 - a. Small ant infestation.
 - b. Accident:
 - Phil Warren has been CCed to all communications.
 - No direct contact with the person who was injured.
 - An occupational therapist has been contacted to assess current stairs to see what fixes are possible in current structure.
 - c. **Motion made to accept report made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.**

- IV. Old Business
 - a. Review Trustee Job Descriptions
 - b. Long Range Plan: staff waiting for report from Feasibility Study.
 - c. Trustee Alternates. Tabled until next meeting.
 - d. Advisory Committee Update: Currently meeting weekly and for the foreseeable future to meet non-binding target date of October.
 - Purchase and sales agreement liability considerations.
 1. Phil Warren has been asked to attend next meeting to discuss this.
 - Findings will go to Select Board and Board of Trustees before CIP.
 - Specifically including contingency on purchase not only on town meeting, but also in agreement with the Board of Trustees and Select Board.
 - Public meetings and proactive about press releases and publicity.
 - 3 architects are under consideration who have experience in these kind of projects. Cost not to exceed \$4,999.
 - No funds will be expended until liability questions are answered.

- **Motion to enter non-public session pursuant to Section IId of Non-public Session RSA made by Paul Eldridge seconded by Betty Strader at 6:21 PM. Poll of trustees. All ascent.**
 - **Motion to seal non-public session minutes for twenty-five years made by Paul Eldridge, seconded by Betty Strader. Poll of trustees. All ascent.**
- e. Long Range Plan Goal 1-Residents will have an up-to-date library facility that is welcoming and accessible to all citizens. Tabled until next meeting.

V. New Business

- a. Perpetual Calendar-July
- Patron Satisfaction Survey
 1. Number of surveys have been put out recently. Do not want to have too extensive a survey at this time.
 2. Asking several basic questions, about opinion on services and facility.
 3. Erin will discuss this with the staff at tomorrow's meeting.
 4. Try to have survey out before Labor Day.
 - Investment Review to Help Plan Trustee Budget
 1. Duncan contacted Berring Point.
 2. Have meeting with David Mays. Ideally have special meeting during the day. Duncan McNeish will contact David Mays and pose some possible dates to meet with the trustees..
 3. Investment strategy: How much risk should the Board of Trustees take on with public funds?
- b. Perpetual Calendar-August
- Form Budget Committee
- c. New Hire for Youth Services Library Aide
- d. Policy Committee needs to meet-Hiring Policy, Digital Purchases

VI. Other Business

VII. Read over motions and actions

VIII. Adjournment--Next meeting: Tuesday, August 8, 6:00PM

- a. Motion to adjourn made by Duncan, seconded by Paul. Motion carries unanimously.

Respectfully submitted by Matthew Gunby

Duncan McNeish

Jane Ramsay



Paul Eldridge

Betty Strader

Jim McFarlin