

Library Trustee Meeting Agenda
Tuesday, August 8, 2017

Members Present: Ann Butler, Pam Coburn, Jane Ramsay, Duncan McNeish, Betty Strader, Paul Eldridge, Jim McFarlin

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

- I. Secretary's Report: **Motion to approve minutes of July 11, 2017 made by Betty Strader, seconded by Paul Eldridge. Motion carries unanimously. Motion to approve non-public minutes for July 11, 2017 made by Jim McFarlin, seconded by Pam Coburn. Motion carries unanimously. Motion to approve minutes from August 2, 2017 made by Pam Coburn, seconded by Paul Eldridge. Motion carries unanimously. Sign previous minutes.**

- II. Treasurer's Report
 - a. Check reissued to Lavallee/Bresinger, no new payment made.
 - b. Market value \$878,464.15 as of August
 - c. **Motion to accept Treasurer's Report made by Paul Eldridge, seconded by Jane Ramsay. Motion carries unanimously.**

- III. Library Director's Report
 - a. Report from visiting nurse association to assess steps to be taken to make stairs safer.
 - b. Currently just under \$4,000 in building maintenance fund.
 - c. **Erin Apostolos will write report for Select Board.**
 - d. Collaborate with Ken Jones on what stair updates are most appropriate. **Duncan will contact Ken Jones.**
 - e. Make sure Feasibility Committee is aware of issues involving stairs.

- IV. Old Business
 - a. Review Trustee Job Descriptions: tabled.
 - b. Trustee Alternates
 - c. Long Range Plan Goal 1-Residents will have an up-to-date library facility that is welcoming and accessible to all citizens. Part of Feasibility Committee's search.
 - d. Policy Committee-Hiring Policy, Collection Development Update. **Motion to accept hiring policy and collection development update made by Duncan, seconded by Jim. Motion carries unanimously.**
 - e. Advisory Committee Update: Committee has asked for three architects to submit conceptual designs. Feasibility committee will pick favorite concept design, and bring in engineer to establish cost. Thursday August 10th 4:30 workshop with architects. Next Thursday August 17th 4:00 concept designs will be presented.
 - f. Investment Policy: waiting on 2011 form from RBC Wealth Management.

V. New Business

- a. Perpetual Calendar
 - August-Form Budget Committee. Erin Apostolos, Duncan McNeish, Pam Coburn.
 - September-Grants (various sources), Budget Committee Report. Potential 2018 *Look to the Mountain* community read.
- b. Team Building Meeting-Friday afternoon October 13. **Motion to close library at 1:00 Friday October 13th made by Duncan McNeish, seconded by Jane Ramsay. Motion carries unanimously.**
- c. Altrusa Festival of Trees Sign-"Altrusa of Meredith again requests to place a sign on the library lawn announcing its Festival of Trees, to be held Dec. 1-3." **Motion to allow signage for Altrusa made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.**
- d. Non-Public Session 91-A:3 II b: Motion to enter non-public session at 7:07 PM made by Paul Eldridge, seconded by Pam Coburn. Poll of trustees. All aye.
- e. Exit Non-Public session 7:26 PM.
- f. Motion to seal minutes for 25 years made by Paul Eldridge, seconded by Pam Coburn. Motion carries unanimously.

VI. Read over motions and actions

VII. Adjournment— 7:28 PM

- a. Next meeting: Tuesday, September 12, 6:00PM

Respectfully submitted by Matthew Gunby

Ann Butler



Pam Coburn

Jane Ramsay,

Duncan McNeish



Betty Strader



Paul Eldridge

Jim McFarlin