

## Library Trustee Meeting Minutes

Tuesday, September 12, 2017

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

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

- I. Secretary's Report-approve minutes of August 8, 2017 (public and non-public), August 22 and August 28. Sign previous minutes. **Motion to accept August 8<sup>th</sup> 22<sup>nd</sup> and 28<sup>th</sup> minutes made by Pam Coburn seconded by Paul Eldridge. Motion carries unanimously.**
- II. Treasurer's Report: Account with Northway Bank to maintain security deposit box.
  - a. **Total market value as of 9/11/17 \$881,988.91**
- III. Library Director's Report
- IV. Old Business
  - a. Review Trustee Job Descriptions: tabled until October.
  - b. Trustee Alternates: Joe Quimby said that given his work schedule, he cannot currently take on this responsibility.
  - c. Stair Treads: quote for apx. \$10,000. Liability insurance statement from person injured on stairs has been received. Not currently funds in town budget to pay for retreading. Will be entered into 2018 budget.
  - d. Advisory Committee Update: architect has been chosen. Second meeting between staff and architect Wednesday 9/13 at 7:30. Architects do not believe they will be ready for the October 1<sup>st</sup> deadline. Currently architects believe end of October more likely date to have the needed information. Unclear on whether any progress has been made with regard to property purchase.
  - e. Lavallee Brensinger: trustees still have a contract with Lavallee Brensinger. Duncan McNeish has contacted Ron Lamarre and lawyer, Biron Bidard, and shared some of the information the Feasibility Advisory Committee has created. Currently waiting for report from Advisory Committee.
  - f. Need evaluation of costs for running library if building remains on multiple levels.
- V. New Business
  - a. Budget Committee: Duncan McNeish, Pam Coburn, Erin Apostolos. Meeting tomorrow. HVAC issues, tower clock service, safety upgrades on stairs.
  - b. **Erin Apostolos will contact Brenda Vittner about funds encumbered for Lavallee Brensinger.**
  - c. Library Tower Clock
  - d. Library Patron donating pension. Erin will send along email to Betty Strader.

- e. Perpetual Calendar
  - September-Grants (various sources), Budget Committee Report. Erin working on three grants, one for community read, one for humanities, one for oral histories.
  - October-Approval of Library Budget to send to Town
- f. September 28 Meeting at Moultonborough Library 6:30 Regional NHLTA meeting rsvp [mpubliclibrary@roadrunner.com](mailto:mpubliclibrary@roadrunner.com) Nancy McCue. How to reach Teens and Seniors, technology developments and other topics discussed.

VI. Other Business

- a. Ann Butler may be involved with FEMA relief efforts and could be absent from the next few meetings.
- b. Close library for day after Christmas. **Motion to close the library December 26th made by Paul Eldridge seconded by Betty Strader. Motion carries unanimously.**
- c. Non-Public Session 91-A:3 II b  
Entered non-public session 7:02. Poll of the Board, all aye.  
Exited non-public session 7:13  
**Motion to seal non-public minutes for twenty-five years made by Paul Eldridge, seconded by Duncan McNeish. Motion carries.**

VII. Read over motions and actions

VIII. Adjournment--Next meeting: Tuesday, October 10, 6:00PM

IX. Meeting Adjourned at 7:15

Respectfully submitted by Matthew Gunby



Ann Butler



Paul Eldridge



Betty Strader



Pam Coburn

Duncan McNeish

Jane Ramsay