

Library Trustee Meeting
Tuesday, November 13, 2018

Trustees Present: Ginny Lovett, Sarah Johnson (voting for Lisa Garcia), Ann Butler, Bill Bayard, Jonathan James, Paula Wanzer (voting for Paul Eldridge), Betty Strader.

Absent with Notice: Lisa Garcia

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

Meeting called to order at 6:01

- I. Secretary's Report-approve minutes of October 9, 2018. **Motion to accept minutes made by Jonathan James, seconded by Virginia Lovett. Motion carries.** Sign previous minutes.
- II. Treasurer's Report
 - a. Square deposit includes fee.
- III. Library Director's Report
 - a. Changing Integrated Library System from TLC to Atrium. Cost to migrate approximately \$9,500. Yearly costs for Atriumm apx. \$2,500.
 - b. Budgeted \$12,000 for ILS.
 - c. Increase to part-time budget to cover raises and cover full-time leave.
 - d. Check insulation of areas being repaired.
- IV. Old Business
 - a. Meredith Library Fund 501c3: waiting on receipt of IRS form for official 501c3 status. Working on revision of website. Jamie Laurent has joined as a director of fund. Content for packet completed. Treasurer and chair met with Phil Warren. Accelerated capital campaign. Will be taking funds via PayPal.
 - b. Investment Policy Subcommittee Report
 - i Discussed investment policy (Balanced with Growth) with Mill River.
 - ii **Need to vote on Financial Advisor.**
 - iii Each fund should have its own tax identification number.
 - iv May need to reapply for tax identification number for each fund.
 - v **Motion to switch both Improvement Fund and Nichiporuk Fund Investment Advisement to Mill River made by Betty Strader, seconded by Jonathan James. Motion carries unanimously.**
 - vi Invite Steve Aiken to present to the trustees.
 - c. Building Design Subcommittee Report
 - i Goal to have RFQ prepared as soon as town meeting vote. Jonathan James, Betty Strader, Paul Eldridge, Ann Butler and Erin Apostolos currently on committee.
 - d. Advocacy Subcommittee Report
 - e. Budget Committee **Need to Vote on Town portion of Budget.**

- i **Motion to accept proposed budgets of \$462,912.37 for Trustee Budget and \$132,649.81 for Administrative Services with acceptance of possible COLA increase based on town recommendation made by Betty Strader, seconded by Virginia Lovett. Motion carries unanimously.**
- f. Report on CIP Meeting: Desire for open RFQ. NH licensed architect versus NH architect. Funds approved by CIP. Next steps: Planning Board, then Town Meeting.
- g. Nichiporuk Recognition for donation: will be making recognition after the design is finalized. Ann Butler will coordinate with Jim McFarlin in writing letter of recognition.

V. New Business

- a. ***Vote to accept \$500 check from Kiwanis for 2019 Children's Summer Reading. Motion to approve made by Betty Strader seconded by Virginia Lovett. Motion carries unanimously.***
- b. ***Vote to accept \$850 check from NHEC for lighting in the children's room. Motion made by Sarah Johnson, seconded by Jonathan James. Motion carries. Bill Bayard abstains.***
- c. ***Vote to accept \$250 donation from library patron Carol Zink in thanks for all of the great reading material and community events. Motion made by Bill Bayard seconded by Jonathan James. Motion carries unanimously.***
- d. Make sure there is clarity on donations being made to Meredith Library versus Meredith Library Fund.
- e. Budget Meeting with Town, Monday, November 26, 4PM at the Annex. Betty Strader and Erin Apostolos will attend.
- f. Flood Update: Timeline sent to trustees.
- g. NHMA Conference November 15th. No longer has Terry Knowles presentation. NHLTA and NHMA are working on having something for the library trustees at this conference.
- h. NHLTA Meeting at Gilford Public Library.
 - i Strategic planning.
 - ii Technology.
- i. Perpetual Calendar: December
 - i Encumbrance meeting with town.
 - ii LCHIP Stewardship Report.
 - iii Audit materials to town.
- j. Friends Update:
 - i Eviction from Once Read Books.
 - ii Award for Most Historic Scarecrow.
 - iii Garden has been cleared out.
 - iv Currently over 100 members.
 - v Next meeting Congregational Church at 3:30 on November 28th.
- k. Reminder we are closed Wed. Nov. 21 at 5PM-Fri. Nov. 23 for Thanksgiving. Reopening Saturday Nov. 24 at 9AM.
- l. Erin Apostolos on Vacation Thursday Nov. 15-Tues. Nov 26 returning Wed. Nov. 28.

VI. Other Business?

- VII. MS9 and MS10 filing from Linda Wakefield. **Motion to select Library to attach to fund made by Betty Strader, seconded by Bill Bayard. Motion carries unanimously.**

VIII. Read over motions and actions

IX. Adjournment— Meeting adjourned at 7:36 PM,

a. Next meeting: Tuesday, December 11, 2018, 6:00PM

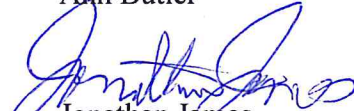

Ginny Lovett

Sarah Johnson





Ann Butler

Bill Bayard


Jonathan James


Paula Wanzer


Betty Strader.

