

Library Trustee Meeting Minutes  
Tuesday, December 11, 2018

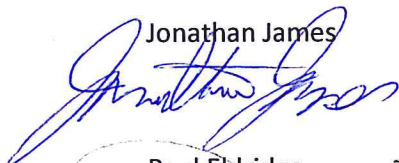
Trustees Present: Jonathan James, Betty Strader, Lisa Garcia, Bill Bayard, Paul Eldridge, Virginia Lovett, Ann Butler

Others Present: Christopher Leland (assistant director), Erin Apostolos (director), Sarah Johnson (alternate), Paula Wanzer (alternate), Matthew Gunby (head of circulation)

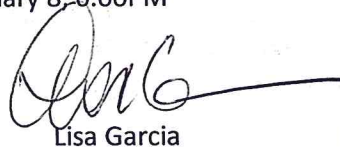
- I. Secretary's Report-approve minutes of November 13. Sign previous minutes. **Motion to accept minutes of November 13<sup>th</sup> as written made by Sarah Johnson, seconded by Bill Bayard. Motion carries unanimously.**
- II. Treasurer's Report
- III. Library Director's Report
  - a. Close Thursday and Friday for carpet installation. **Motion for closure of the library Thursday December 13<sup>th</sup> and Friday December 14<sup>th</sup> made by Paul Eldridge seconded by Ginny Lovett. Motion carries. Betty Strader and Jonathan James abstain.**
- IV. Old Business
  - a. Investment Policy Subcommittee Report
    - i. Funds should be moved by end of week.
    - ii. Discussion of finances.
  - b. Building Design Subcommittee Report
    - i. Developing plan to resubmit priorities for January meeting.
    - ii. Possible tweak to vision based on feedback from community.
    - iii. Meeting room survey completed.
    - iv. List of 22 libraries undergoing renovation and 41 libraries that have completed these.
  - c. Advocacy Subcommittee Report
    - i. Meeting on Wednesday 12-12.
  - b. State of the Library Meeting
    - i. Two meetings so far.
    - ii. Eight round tables with eight chairs each.
    - iii. Deb McNeish will be coordinating soup signup sheet.
    - iv. Trustee at each table.
    - v. Meeting on January 26<sup>th</sup>. February 2<sup>nd</sup> is the snow day. At the community center.
- V. New Business
  - a. Encumbrance discussion with Rob
    - Encumbrance has been removed.
  - b. CIP/Planning Board Report
    - Town working to have town garage done in a single year.

- Warrant article for \$400,000 for architectural plan. To come out of general fund.
  - Select Board will submit warrant article.
  - Agent to expend.
  - Possible workshop item at next Select Board.
  - Precedent of last building renovation and gutter project with town as agent to expend and trustees making decision for architect and clerk of the works.
  - Parking area funds to be expended in 2019 to 2020. Need to determine impact on library project.
  - Possible completion date of 2021.
- c. Flood Update
- d. Making rounds to civic organizations- get on agenda for different clubs and organizations prior to town meeting. Advocacy committee will discuss this at their next meeting.
- e. Moultonborough Colorful Newsletter
- f. Meeting Style relaxed vs. formal: possibly ask for input at the end of the meeting of every trustee.
- g. 2019 Holiday Calendar: **Motion to approve holiday calendar made by Betty Strader seconded by Paul Eldridge. Motion carries unanimously.**
- h. Perpetual Calendar
- January**
- Review of Investment and Spending Policies
  - Review of Annual Trust Statement
  - Budget Process Update (begun in previous fall)
  - Library Circulation, Inventory and Service to Patrons Report
  - Review of Mission Statement and Goals (Building, Technology, Long Range)
  - Get Annual CIP Schedule
  - Annual State of the Library Program
- i. Friends Update
- Have to be out of store front of Once Read Books by January 6<sup>th</sup>. Have temporary storage at this time. Looking for full-time location for store or storage.

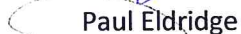
- VI. Other Business?
- VII. Read over motions and actions
- VIII. Adjournment--Next meeting: Tuesday, January 8, 6:00PM
- IX. Meeting adjourned at 7:02 PM

Jonathan James  


Betty Strader  


Lisa Garcia  


Bill Bayard

Paul Eldridge  


Virginia Lovett  


Ann Butler  
