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 13th 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 13th and Friday December 14th 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 26th. February 2nd 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 6th. 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