

Meredith Public Library
Library Trustee Meeting
Thursday, January 9, 2018

Meeting called to order at: 6:04 PM

Trustees Present: Betty Strader, Paul Eldridge, Ann Butler, Pam Coburn, Bonnie Ireland

Absent with Notice: Duncan McNeish

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation) Paula Wanzer, Lisa Garcia, Bill Bayard

- I. Secretary's Report-approve minutes of November 14, 28, December 5, 14 2017. Sign previous minutes. **Motion to approve all minutes as written made by Paul Eldridge, seconded by Pam Coburn. Pam Coburn abstains for December 5th minutes. Motion carries unanimously.**

- II. Treasurer's Report
 - a. Total market value as of January 9th: \$904,938.87
 - b. Erin Apostolos will provide a spreadsheet with a further breakdown of funds based on how they can be distributed.
 - c. **Motion to approve treasurer's report made by Pam Coburn seconded by Paul Eldridge.**

- III. Library Director's Report

- IV. Old Business
 - a. Report on Jan. 8 Meeting with BOS- Met with budget committee. 3rd day of janitorial services added to budget. Changing a part-time position to full-time position. Position change has been taken from the budget as supported by the Select Board.
 - b. **Motion to accept revised budget of \$443,181.08 made by Betty Strader seconded by Paul Eldridge. Motion carries unanimously.**
 - i. Positive PR on where library technical services have saved town money.
 - c. Bearing Point Reallocating Interest from Nichiporuk Fund
 - i. Principal and income were comingled during eight month between RBC and Bearing Point.
 - ii. **Meeting with Bearing Point and Betty Strader, Bonnie Ireland, and Duncan McNeish, followed by special meeting of full board to vote on decision.**
 - iii. Erin Apostolos will contact Brenda Vittner to see who the town uses for investment.
 - iv. Contact other libraries for wealth management options.

- d. Update on Architect Progress: Three architectural plans currently being considered. **Creation of a subcommittee to assess architectural plans. Ann Butler, Betty Strader, and Paul Eldridge will be on the subcommittee.**
- e. Para-Librarian Certification Acknowledgement: tabled until next meeting.
- f. Trustee Budget: meeting Thursday at 10:00.
- g. Encumbrance 2017: \$19,000. **Motion to accept encumbrance as broken down by Erin Apostolos made by Paul Eldridge seconded by Pam Coburn. Motion carries unanimously.**
- h. Advising on how to proceed with library project, including fundraising advisor.
- i. Candidates for Trustee and Alternates: 3 potential candidates. Lisa Garcia as potential new trustee. Paula Wanzer and Bill Bayard as alternates. **Motion to make Lisa Garcia a trustee, Paula Wanzer and Bill Bayard as alternates made by Betty Strader, seconded by Paul Eldridge. Motion carries unanimously. Erin Apostolos will send necessary volunteer forms to candidates.**
- j. All trustees up for reelection in March.
- k. **Elect vice chair at February meeting.**

V. New Business

- a. Thank you card Jim
- b. 2018 Holiday Schedule: Motion to accept holiday schedule as written made by Paul Eldridge seconded by Betty Strader. Motion carries unanimously.
- c. Perpetual Calendar-Any changes?
 - January
 1. Review investment/spending policy
 2. Review Annual Trust statement
 3. Budget process update
 4. Library Circulation, Inventory and Service to patrons report
 5. Review of Mission Statement and goals. Building Technology and Long Range Plan review/updates.
 6. Get Annual CIP schedule
 7. Treasurer preps for auditor
 8. Preparation for Town Report
 - February
 1. Town warrant articles due to Town Clerk
 2. Creating nominating committee. Secretary is chair of this committee.

VI. Push for fundraising prior to parking lot vote?

VII. Read over motions and actions

VIII. Adjournment--Next meeting: Tuesday, February 13, 2018, 6:00PM

Meeting adjourned at 7:41

Respectfully submitted by Matthew Gunby