

Meredith Public Library
Library Trustee Meeting
Tuesday, March 20, 2018

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

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Bill Bayard (trustee alternate), Sarah Johnson, Paula Wanzer (trustee alternate), Jim McFarlin (chair of fundraising committee)

Meeting called to order at 6:03 PM

- I. Welcome to new trustees and introductions. Reminder about NHLTA conference May 14. Also a new trustee orientation April 28. See nhlta.org for more information. NHLTA roundtable in Holderness Library April 21, 10AM.
- II. Secretary's Report-approve minutes of February 13 and 20, March 9. **Motion to approve public minutes of February 13, February 20 and March 9 made by Betty Strader, seconded by Lisa Garcia. Motion carries. March 3 Non-public session. Motion to approve non-public minutes made by Betty seconded by Bill Bayard. Motion carries. Sign previous minutes.**
- III. Treasurer's Report
 - a. Total Market Value: \$872,650.20 on March 20th.
 - b. Was reviewed by Board.
 - c. Funds for CPW Architects.
- IV. Library Director's Report
 - a. NHLTA advised Erin Apostolos on what to include in trustee binder.
- V. Election of Officers-Need Treasurer ASAP
 - a. **Chair: Ann Butler**
 - b. **Vice Chair: Virginia Lovett**
 - c. **Co-Treasurer: Bonnie Ireland and Betty Strader**
 - d. **Secretary: Paul Eldridge**
 - e. **Advocacy: Lisa Garcia**
 - f. **Select Board Representative: Jonathan James**
 - g. **Motion made to accept slate of candidates made by Paul Eldridge seconded by Betty Strader. Motion carries.**
- VI. Old Business
 - a. Investment Policy-Forming an Investment Subcommittee
 - Betty Strader, Bill Bayard, Jonathan James will work on the Investment Subcommittee.
 - b. Moving Improvement Fund

- c. Design committee-
 - Model
 1. Not investing in physical model for fundraising.
 2. 360 degree digital model to be linked to library website.
 3. Interior equivalent will be created.
 - Meeting April 2nd with Select Board.
 - **Motion to enter into contract with Lavallee Brensinger for redesign and 3d model, meet with town and public officials as needed, continue design process not to exceed \$5,000 plus \$300 travel expenses. Motion seconded by Paul Eldridge. Motion carries.**
- d. PR Committee Report
 - Committee has not met post-election.
 - Meeting prior to April 5th, date to be determined.

VII. New Business

- a. **Vote to accept \$200 LCHIP Incentive check for report. Motion to accept check made by Paul Eldridge, seconded by Jonathan James. Motion carries.**
- b. Trustee Bylaws-Needs review, subcommittee (led by Vice Chair)
- c. Strategic Plan for Building Project-Subcommittee. Tabled until meeting with Select Board April 2nd. **Betty Strader will contact Ray Moritz prior to meeting.**
- d. Long Range Plan-Subcommittee? Tabled until May.
- e. Perpetual Calendar-Any changes?
 - March
 1. Receive Report from Trustee of the Trust Funds
 2. Review of Trustee Goals
 3. Trustee Self-evaluation and Evaluations by Staff and Director
 4. Quarterly Investment Review
 5. Quarterly Review of Building Preservation/Maintenance Issues
 - April
 1. Prep for Library Director Evaluation
 2. Library Week – 2nd Week in April
 3. Tea to Thank Friends (April 25, 3:30PM)
 4. Distribute Library Director Evaluation Form for June Meeting
 5. Vote on Trustee Officers
 - May: Trustee manual will be reviewed. Self-evaluation postponed until June.

VIII. Other Business?

- a. Reception for Duncan McNeish. Beverly Heyduk, Ann Butler and Erin will work on this.
- b. Investigate Duncan's interest in participating in oral history project.
- c. Fundraising: Jim McFarlin heading committee.
 - Critical trustees and select board resolve differences and endorse project on a united front.
 - First step: need to do fundraising feasibility study to determine amount that can be raised in a particular time frame.

- Potential grants for fundraising consultants.

d. **Remove Duncan's name from the safe deposit box and add Ann Butler and Bonnie Ireland. Motion made by Paul Eldridge, seconded by Virginia Lovett. Motion carries.**


IX. Read over motions and actions

X. Adjournment--Next meeting: Tuesday, April 10, 2018, 6:00PM

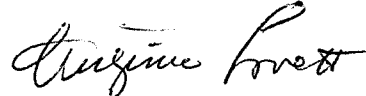
XI. Meeting adjourned at 7:35 PM



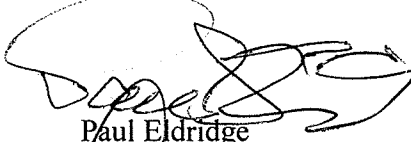
Ann Butler



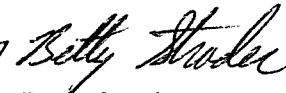
Jonathan James



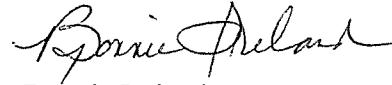
Virginia Lovett



Paul Eldridge



Betty Strader



Bonnie Ireland



Lisa Garcia

