

Library Trustee Meeting  
Tuesday, April 10, 2018

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

Absent with Notice: Paul Eldridge

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

Meeting called to order at 6:02

- I. Secretary's Report-approve minutes of March 20, 2018. **Motion to approve minutes made by Betty Strader seconded by Virginia Lovett. Motion carries unanimously.**
- II. Sign previous minutes.
- III. Treasurer's Report
  - a. One of several recipients of Dudley Leavitt Fund.
  - b. **Motion to approve treasurer's report made by Jonathan James, seconded by Bill Bayard. Motion carries unanimously.**
- IV. Library Director's Report
  - a. Small heater in basement stopped working. Currently has small space heater in area.
  - b. Air conditioning in front room does not work.
  - c. Lighting issues in function room.
  - d. Light covers in children's room. Ten 4-bulb fixtures in room. \$1500 to have new covers installed. Investigate replacement costs for fixtures. **Bill Bayard will contact the Electric Co-op.**
- V. Old Business
  - a. Fundraising Subcommittee Report
    - i. Specification for architect/design from Select Board.
    - ii. Request for Qualifications.
    - iii. Professional Fundraiser and potential grants
    - iv. Reached out to New Hampshire Center for Non-Profits.
    - v. **Erin Apostolos, Betty Strader and Jim McFarlin will meet with potential consultant, Kate Hamel.**

- vi. Grantwinners: Portland Maine. Research potential funders/foundations. Fees between \$375 and \$10,000.
- vii. Most foundations want to provide grants to approved projects. Determine what foundations fit needed criteria of library. Provisional grants.
- viii. **Erin Apostolos will contact Brenda Vittner to discuss bond process.**
- ix. Fundraising Website: premature at this point.
- x. Society, Foundation vs. 501c3
  - 1 Consider people who would be successful in this role.
- xi. Friends of Meredith Library would likely not wish to take on all of the elements associated with this.
- xii. **Jim McFarlin will contact L-CHIP.**
- xiii. **Motion to accept Miller Lovett's donation towards the library building fund made by Betty Strader, seconded by Jonathan James. Motion carries unanimously.**
- b. Investment Policy Subcommittee Report: meeting after April 17<sup>th</sup>.
- c. Design Subcommittee Report
  - i. Ron Lamarre: Redesign with drop-off in back.
  - ii. Overland Park Kansas.
- d. PR Subcommittee Report: meeting towards end of month.
- e. Bylaws Subcommittee Report: Bonnie Ireland, Ann Butler and Virginia Lovett. Will try to meet prior to May meeting.
- f. Duncan Reception Report: Duncan McNeish requested no reception.
- g. Strategic and Long Range Plan-Tabled to June Meeting
- h. Trustee Self-Evaluation-Tabled to June Meeting

## VI. New Business

- a. Report on April 2 Meeting with BOS
  - i. Revised plan coordinated to present to CIP.
  - ii. Construction management at risk versus design build.
  - iii. Project manager or clerk of the works.
  - iv. Record with Lavallee Brensinger of meeting both price and quality success.
  - v. Finding mutually agreed upon owner project manager.
  - vi. Funds for maintenance.
  - vii. Town's Administrative Regulation.
  - viii. **Jonathan James will discuss RFQ with Phil Warren.**
  - ix. **Meet with Brenda Vittner to work on RFQ.**
  - x. Borings and survey.
- b. Building Project Strategy
- c. Perpetual Calendar-Any changes?

- i. April
  - 1 Prep for Library Director Evaluation
  - 2 Library Week – 2<sup>nd</sup> Week in April
  - 3 Tea to Thank Friends (April 25, 3:30PM)
    - a Lisa Garcia will attend Friend’s Tea on behalf on trustees.
  - 4 Distribute Library Director Evaluation Form for June Meeting
  - 5 Vote on Trustee Officers
- ii. May
  - 1 NHLTA Conference (3rd Monday in May)-May 21
  - 2 Receive Monies from Trustee of the Trust Fund
  - 3 Discuss Library Director Review
- ii Change trustee self-evaluation from March to June.
- iii Review perpetual calendar in April.

VII. Other Business

- a. Attorney letter.
- b. Public input.
- c. **Erin Apostolos will ask to be on Select Board agenda to add Sarah Johnson as alternate trustee.**

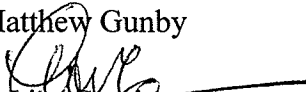
VIII. Read over motions and actions-Matthew

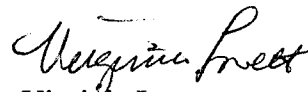
IX. Adjournment--Next meeting: Tuesday, May 8, 2018, 6:00PM

- a. Meeting adjourned at 7:40 PM.

Respectfully submitted by Matthew Gunby


  
Ann Butler

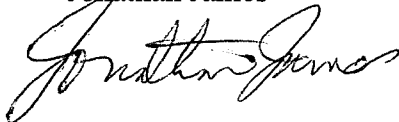
  
Lisa Garcia

  
Virginia Lovett

Jonathan James

  
Bonnie Ireland

  
Betty Strader



Bill Bayard

