

Library Trustee Meeting

Tuesday, May 8, 2018

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

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Kate Bishop Hamel (fundraising consultant), Matthew Gunby (head of circulation), Jim McFarlin (head of fundraising committee), Sarah Johnson (alternate trustee), Paula Wanzer (alternate trustee)

- I. Welcome to new Trustee Alternate Sarah Johnson
- II. Presentation by Kate Bishop Hamel, fundraising consultant
 - a. Fundraising Feasibility Study
 - b. Want cross-section of the community, at least 30 interviews.
 - c. Select Board agreed to Fundraising Feasibility Study at meeting May 7, 2018.
 - d. Advocacy committee having press releases right before interview letters are sent out.
 - e. Asking for opinions not funds at this stage.
- III. Secretary's Report-approve minutes of April 10, 2018 and May 1, 2018. Sign previous minutes. **Motion to approve April 10th minutes made by Ginny Lovett seconded by Jonathan James. Motion carries. Motion to approve minutes of May 1st made by Betty Strader, seconded by Paul Eldridge. Motion carries.**
- IV. Treasurer's Report
 - a. **Motion to approve treasurer's report made by Paul Eldridge, seconded by Virginia Lovett. Motion carries.**
- V. Library Director's Report
- VI. Old Business
 - a. Fundraising Subcommittee Report
 - i. Committee Meeting
 - ii. Report on Meeting with lawyer to set up 501c3
 1. Creation of a charitable fund versus a foundation.
 2. Establish a board. Requires a minimum of five members.
 3. Select Board needs to sign waiver, because the same law firm is handling purchase of the Price property.
 4. **Jonathan James will contact Phil Warren to see if form can be written up and signed by the Select Board members prior to their next meeting.**
 - iii. Fundraising Website
 1. Meeting (possibly Friday) to determine cost and time frame for website.
 2. Website can continue to evolve as process evolves.
 - iv. Contract with lawyer would be with foundation not trustees.
 - v. **Betty Strader makes motion to advance Meredith Library Fund \$3000 to be repaid out of the fund. Virginia Lovett seconds motion. Motion withdrawn.**

- vi. **Motion from Betty Strader: pending advice of council will loan or gift from trustees to Meredith Library Fund (once established) to fund the cost of incorporation of \$3000. Seconded by Paul Eldridge. Motion carries.**
- b. Investment Policy Subcommittee Report
- c. Building Design Subcommittee Report
 - i. Interior renderings presented to Select Board.
 - ii. Create RFQ for architect.
 - iii. Cost difference between false ceiling versus unfinished top floor.
 - iv. Need to get on CIP schedule.
 - v. **Erin Apostolos will contact Brenda Vittner about RFQ procedure.**
- d. PR Subcommittee Report: Name change to Advocacy subcommittee.
 - i. Creating a narrative.
 - ii. Libraries transform: ALA campaign.
 - iii. Usage of library's social media resources.
 - iv. Communication inventory.
- e. Bylaws Subcommittee Report
 - i. Update regarding alternates. Review activities of alternates now that there is a full complement of alternates.
 - ii. Update regarding Treasurer and Co-Treasurer
 - iii. Tabled until next meeting.
- f. Strategic and Long Range Plan-Tabled to June Meeting
- g. Trustee Self-Evaluation-Tabled to June Meeting
- h. Lights in Children's Room
 - i. Update all of lights in children's room based on Bill Bayard's recommendation from the Electric Co-op
- i. Heat in Basement
 - i. \$1700 heating cost. Friends have expressed a willingness to pay half the cost.
- j. Defibrillator and training
 - i. \$800 cost due to grant assistance.

VII. New Business

- a. Report on BOS Meeting May 7
- b. Building Project Plan Meeting
 - Started to create calendar and make process more coordinated.
- c. Perpetual Calendar

May

1. NHLTA Conference (2nd Monday in May)-May 14
2. Receive Monies from Trustee of the Trust Fund
3. Discuss Library Director Review

June

4. Library Director Performance Evaluation Due
5. Library Building Anniversary – June 17, 1901
6. Quarterly Review of Building Preservation & Maintenance
7. Trustee Self-evaluation and Evaluations by Staff and Director

VIII. Other Business

- a. New contact list including Sarah Johnson's contact information.
- b. Need to move \$14,000 from Improvement Fund to checking account. **Betty Strader makes motion to move apx. \$14,000 from Improvement Fund income into Meredith Village Savings organizational checking. Paul Eldridge seconds. Motion carries.**
- c. **Paul Eldridge makes motion to hire Kate Bishop Hamel. Betty Strader seconds motion. Motion carries.**
- d. Lisa Garcia will pick up handouts for library fundraising from Mindy Atwood.
- e. **Motion to accept \$750 from NH Humanity's Council made by Paul Eldridge, seconded by Virginia Lovett. Motion carries.**
- f. Friends of the Library update. Currently 95 members. Deborah McNeish Friends President.

IX. Read over motions and actions

- X. Adjournment--Next meeting: Tuesday, June 12, 2018, 6:00PM
Meeting adjourned at 7:40 PM.

Respectfully submitted by Matthew Gunby

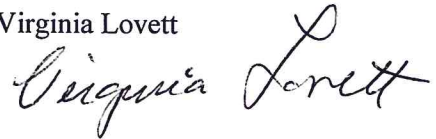
Ann Butler



Paul Eldridge



Virginia Lovett



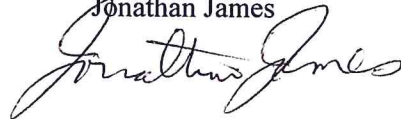
Bonnie Ireland



Betty Strader



Jonathan James



Lisa Garcia

