Library Trustee Meeting
Tuesday, June 12, 2018

Trustees Present: Ann Butler, Jonathan James, Betty Strader, Paul Eldridge, Lisa Garcia, Virginia Lovett
Others Present: Jim McFarlin, Erin Apostolos (director), Matthew Gunby (secretary), Bill Bayard

Meeting called to order at: 6:02 PM

I. Secretary’s Report-approve minutes of May 8, 2018. Sign previous minutes.
   a. Motion to accept Secretary’s Report made by Paul Eldridge, seconded by Virginia Lovett. Motion carries.

II. Treasurer’s Report
   a. Change DTC Lawyers to fundraising line.
   b. Motion to approve treasurer’s report made by Paul Eldridge and seconded by Betty Strader.
   c. Tabled until one item is further researched.

III. Library Director’s Report

IV. Old Business
   a. Meredith Library Fund 501c3
      i. Recruited first five officers: Jim McFarlin (president), Jeff Reilly (vice president), Amy LaFavre (secretary), Beverly Heyduk, Steve Geer (treasurer, worked on project for Gilford Library)
      ii. Insurance premium of $650 to be indemnified. Motion to pay director’s and officers’ insurance from trustee’s budget for Meredith Library Fund made by Paul Eldridge, seconded by Lisa Garcia. Motion carries.
      iii. Required step before 501c3 can be formally established with the IRS.
      iv. Fundraising Website/logo: potential for lower cost than $2500 budgeted. Estimate of apx. $1000. Rough draft should be completed by the end of the week.
      v. Fundraising Study: Sixty-six letters mailed to potential interviewees. Goal to have at least thirty interviews completed by the third week of July. Interviews have started.
      vi. Google Calendar set up for interview schedule.
   b. Investment Policy Subcommittee Report-Sign Form and RFP Vote
      i. Discussed concerns with Bearing Point.
      ii. Submitting RFPs to different fund managers.
      iii. Motion to put out new RFP as written made by Paul Eldridge seconded by Jonathan James. Motion carries.
   c. Building Design Subcommittee Report
      i. Discussed next steps with Ron Lamarre.
ii. Will provide two interior renderings. One from historic front door, second from new back entryway. Exterior renderings incorporating elevation.

iii. Drop-off consideration will impact number of parking spots.

iv. Peterborough interior tour.

d. Advocacy Subcommittee Report

i. Two meetings a month scheduled.

ii. Telling the story campaign. First piece has been submitted.

iii. Float in Meredith parade. Form needs to be submitted ASAP.

iv. Clear all staff requests through Erin Apostolos.

v. Coordinating efforts with fundraising committee.

vi. Communications asset inventory. Will be shared with the Board of the Meredith Library Fund.

e. Bylaws Subcommittee Report

i. Update regarding alternates

ii. Update regarding Treasurer and Co-Treasurer

iii. Outside treasurer would not be bonded through the town.

iv. Replacing vacated library trustee position procedure.

v. Having procedure be for determining alternates.

vi. Jonathan James will join the bylaw subcommittee.

vii. Add to bylaws an update that alternates can be brought forward to the Select Board.

f. Strategic and Long Range Plan: Erin Apostolos, Ann Butler and Bill Bayard will meet to go over this. Erin will schedule a meeting.

g. Trustee Self-Evaluation: tabled.

h. Lights in Children’s Room: waiting for an estimate.

i. Heat in Basement

j. Defibrillator and training

V. New Business

a. Bonnie’s Resignation, new Co-Treasurer, new trustee alternate

   • **Motion to accept Bonnie Ireland’s resignation made by Paul Eldridge, seconded by Jonathan James. Motion carries.**
   
   • **Motion to present Bill Bayard as a nominee to the Select Board to finish out the year of Bonnie Ireland’s term. Paul Eldridge makes the motion, seconded by Lisa Garcia. Motion carries.**
   
   • Attempt made to solicit other applications. None were forthcoming.
   
   • **If Bill Bayard is appointed trustee, Board of Trustees have voted to have him be treasurer or co-treasurer. Motion made by Virginia Lovett, seconded by Paul Eldridge. Motion carries. Bill Bayard abstains.**
   
   • **Motion to accept and sign certified copy of incumbency resolution made by Paul Eldridge, seconded by Bill Bayard. Motion carries.**
   
   • **Motion to have the bylaws state there can be either a treasurer or co-treasurers made by Bill Bayard, seconded by Virginia Lovett. Motion carries.**
b. Accounting control of having multiple signatures on a check. Reviewed by director and treasurer. Will consider having multiple signatures after a certain dollar threshold.

c. **Vote to accept $228.00 Grant check from NH Humanities Council. Motion made by Paul Eldridge, seconded by Lisa Garcia. Motion carries.**

d. Building Project Plan: waiting on fundraising committee interviews to be completed.

e. CIP Project ID Form Meeting June 20, 4PM, Annex *(needs vote)*
   - Lavallee Brensinger created a conceptual design.
   - Trustees will hire an owner’s project manager.
   - **Motion to present to CIP Project Identification Form made by Paul Eldridge, seconded by Jonathan James.**

f. Should we start taking cards

g. Friends Update

h. Perpetual Calendar

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

   July
   5. Patron Satisfaction Survey
   6. Investment Review to Help Plan Trustee Budget

VI. Other Business?

VII. Read over motions and actions

VIII. Non-Public-RSA 91 A-3, Ila Motion made by Paul Eldridge, seconded by Virginia Lovett.
   a. Poll of the trustees.
   b. Trustees enter non-public at 7:41 PM
   c. Trustees exit non-public session at 8:02 PM
   d. Minutes sealed for twenty-five years. Motion made by Paul Eldridge, Virginia Lovett seconds. Motion carries.

IX. Adjournment—Meeting adjourned at 8:04 PM

X. Next meeting—Tuesday, July 10, 2018, 6:00PM

Respectfully submitted by Matthew Gunby

Ann Butler

Jonathan James

Betty Strader

Paul Eldridge

Lisa Garcia

Virginia Lovett