

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 Bayarad

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, Iia 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



Paul Eldridge

Jonathan James



Lisa Garcia

Betty Strader



Virginia Lovett



