

MPL Library Trustee Meeting
Tuesday, July 10, 2018

Trustees Present: Ann Butler, Virginia Lovett, Bill Bayard, Lisa Garcia, Jonathan James, Betty Strader

Others Present: Paula Wanzer (alternate), Sarah Johnson (alternate), Matthew Gunby (head of circulation), Jim McFarlin (head of fundraising), Erin Apostolos (director)

Paula Wanzer voting for Paul Eldridge

- I. Secretary's Report-approve minutes of June 12, 2018. **Motion to approve minutes made by Jonathan James, seconded by Lisa Garcia. Motion carries.**
 - a. **Non-public minutes: Motion to approve minutes made by Betty Strader, seconded by Lisa Garcia. Motion carries.**
- II. Treasurer's Report
 - a. **Motion to approve report made by Betty Strader. Seconded by Jonathan James. Motion carries**
 - b. MVSB Balance on June 30, 2018: \$12,702.33
- III. Library Director's Report
- IV. Old Business
 - a. Meredith Library Fund 501c3: 1st official independent meeting held 7/10/18 at 4:00 PM. Official tax id number. Working on mission statement. Creating content for the website. Formal IRS letter of recognition requires 3-4 months for long-form application for 501c3 designation. LCHIP has been informed of conceptual design plans. Email from LCHIP in support of these designs. Final interview for fundraising on Friday 7/13. Report should be available in early August. 37 Interviewees.
 - b. Investment Policy Subcommittee Report: RFP sent out to apx. 10 investment advisors and submitted to Laconia Daily Sun and New Hampshire Union Leader. Also, on the town and library's websites.
 - c. Building Design Subcommittee Report: Ron Lamarre provided two interior renderings. Is currently modifying these. Seek design funds in 2019, and bond for building in 2020. Dates contingent on DPW schedule. Waterfront project should have less of an impact on project dates.
 - d. Advocacy Subcommittee Report: next meeting in early August. Looking for writers to support efforts.
 - e. Bylaws Subcommittee Report: Amendments sent out to the trustees. **Motion to accept bylaw changes as modified made by Betty Strader. Seconded by Bill Bayard. Motion carries.**
 - f. Strategic and Long Range Plan

1. Long-range plan tabled until August
 2. Strategic plan: will be addressed at some point during the fall.
- g. Lights in Children's Room: Erin will contact electrician.
 - h. Heat in Basement: project completed.
 - i. Defibrillator and training: Installed. Staff training will occur 7/18.
 - j. CIP Meeting Update: Erin Apostolos, Ann Butler, Betty Strader, Jonathan James and Bill Bayard attended CIP presentation.
 - k. Taking cards for payment: fee for using cards for non-profits apx. 1.5%.
Research liability for cards. Research per charge minimum. Send to policy committee. Ann Butler will conduct research on this.

V. New Business

- a. Staff Team Building Thursday Sep. 6, 6-9PM
 - i. Trivia night in Bristol.
 - ii. **Motion to close the library from 6-8 made by Lisa Garcia to support staff team building. Second by Paula Wanzer. Motion carries.**
- b. **Staff Training, delay opening to 9:30AM, July 18. AED training. Motion to open thirty minutes later made by Lisa Garcia, seconded by Virginia Lovett. Motion carries**
- c. ALA Annual Conference, Washington, DC: June 20-25, 2019
- d. Building Project Plan: Lisa Garcia will inform Erin Apostolos when she is ready to have this on the agenda.
- e. Parade Float: Bookworm Float.
 - i. July 20th 12:30 to 3:30 working on float in the library function room.
 - ii. Float has been registered for parade.
- f. Friends Update
 - i. Looking for someone to take on Book-It 5k.
 - ii. Upcoming book sale: August 23-25.
- g. Patron satisfaction survey.
 - i. Wait for Kate Bishop-Hamel's report.
 - ii. Ann Butler, Sarah Johnson, Erin Apostolos will work on patron satisfaction survey.
- h. Review trustee budget at August meeting.
 - i. Erin Apostolos will send Betty Strader broken down budget for the Meredith Library Fund.
 - ii. Grant report delayed until end of July.
- i. Board self-evaluation.

- j. Positioning Assessment: Two hour strategic planning session after Kate Bishop-Hamel's report, based on her study. Thursday August 23rd at 6:00 PM meeting to go over Kate Bishop-Hamel's report.

Other Business?

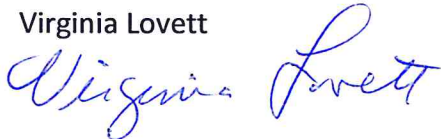
VI. Adjournment--Next meeting: Tuesday, August 14, 2018, 6:00PM

a Meeting adjourned at 8:25 PM

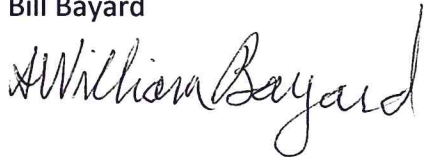
Ann Butler



Virginia Lovett




Bill Bayard



Lisa Garcia

Jonathan James



Betty Strader



