

Meredith Library Trustee Meeting  
Tuesday, November 12, 2019, 6:00PM

Trustees Present: Jonathan James, Betty Strader, Sarah Johnson, Lisa Garcia, Ann Butler, Paul Eldridge.

Absent with Notice: Ginny Lovett.

Others Present: Maggie Croes (trustee alternate, voting for Ginny Lovett), Erin Apostolos (library director), Matthew Gunby (head of circulation)

- I. Public Meeting about Design and Parking
- II. Fund Report
- III. Secretary's Report-approve minutes of October 8 and November 5. Sign previous minutes. **Motion to approve minutes of October 8 made by Betty Strader seconded by Paul Eldridge. Motion carries unanimously. Motion to approve minutes of November 5 made by Sarah Johnson seconded by Lisa Garcia. Motion carries unanimously.**
- IV. Treasurer's Report
  - a. Access to Mill Rivers account.
  - b. Currently Erin Apostolos emails quarterly report to trustees.
- V. Library Director's Report
  - a. Erin Apostolos will be on vacation for December trustee meeting.
- VI. Old Business
  - a. Building Subcommittee Report
    - i. Budget of just under \$5 million.
    - ii. Update on CIP Meeting
    - iii. CIP Recommendation of bond of \$4.4 million. Currently \$600 thousand pledged for Meredith Library Fund.
    - iv. Determining power outlet needs of the building.
    - v. Appearance of transition between historic and new spaces. Carpet versus wood flooring.
  - b. Advocacy Subcommittee Report
    - i. Linda Hough has created postcard to be sent out.
    - ii. Two mailings: Save the date to be sent out in November.
    - iii. CIP presentation to Select Board.
  - c. State of the Library Subcommittee

- i State of the Library February 29<sup>th</sup>.
  - ii Erin Apostolos and Paula Wanzer will be meeting shortly.
- d. Update on Milestone Contract: Milestone has agreed to Work under letter of intent until town meeting.
- e. ***Vote on Budget submitted to Town. Vote on Trustee budget***
  - i Step raise scheduled for all staff except director who has reached highest step.
  - ii Town has provided cell phones to Erin Apostolos and Chris Leland for exclusively work usage.
  - iii Magazines can be shifted to town budget, previously on trustee budget, because of previous Amazon payment requirements.
  - iv New ILS cheaper than former system.
  - v **Erin Apostolos will check with town regarding propane charge on budget.**
  - vi **Motion to accept town budget made by Paul Eldridge seconded by Jonathan James. If the total budget changes due to payroll alteration from town this motion shall carry for the amended budget. Motion carries unanimously.**
  - vii Apx. \$3000 will be spent on books in December from the trustee budget.
  - viii Reduce withdrawal for 2020. Currently \$5000/quarter. **Motion to reduce quarterly withdrawal from investments to \$3000/quarter made by Betty Strader, seconded by Paul Eldridge. Motion carries.**
  - ix **Motion to accept trustee budget made by Betty Strader. Seconded by Jonathan James. Motion carries.**

## VII. New Business

- a. Business Cell phones. ***Trustees need to vote on policy. Motion to accept library provided phone policy with correction made by Lisa Garcia, seconded by Paul Eldridge. Motion carries.***
- b. 2020 Holiday Schedule
  - i Closure for the day after Christmas, Saturday.
  - ii **Motion to accept 2020 Holiday Calendar made by Paul Eldridge. Seconded by Sarah Johnson. Motion carries.**
- c. Friends update
  - i Pages and Pastries event at Friends bookstore Saturday November 16.
  - ii Innisfree/Friends gift wrapping event before Christmas.
- d. Perpetual Calendar
  - November**
  - Approval of Library Trustee Budget

Treasurer Contact Town for schedule of materials required by auditor  
Strategic Planning Quarterly Review: tabled during construction process.

e. **December**

Library Budget for Upcoming Year Presented to Select Board (12/2 or 12/16)

Quarterly Review of Building Preservation & Maintenance Issues: tabled during construction process.

f. Other Business

i Single QuickBooks account to work through treasurer's report.  
Will need to purchase software.

g. Lisa Garcia's term is the only trustee term ending in 2020.

h. Read over motions and actions

i. Adjournment—Next regular meeting: Tuesday, December 10, 2019

i Meeting adjourned at 7:48 PM.

Jonathan James

Betty Strader

Sarah Johnson

Lisa Garcia

Ann Butler

Paul Eldridge

Maggie Croes