

Library Trustee Meeting Minutes

Monday, January 14, 2019

Meeting was called to order at 4:00PM.

Trustees Present: Jonathan James, Betty Strader, Lisa Garcia, Bill Bayard, Virginia Lovett, Sarah Johnson (for Paul Eldridge), Paula Wanzer (for Ann Butler)

Others Present: Erin Apostolos (director)

Absent with Notice: Ann Butler, Paul Eldridge

- I. Secretary's Report-approve minutes of December 11, 2018. Sign previous minutes. ***Motion to accept minutes of December 11 as written made by James, seconded by Bayard. Motion carries unanimously.***
- II. Treasurer's Report. Total Fund Balance \$854,866.16. Bayard reports a slight discrepancy with the Square account that he is working on.
- III. Library Director's Report-Still waiting to hear from Town on proper procedure for dealing with human waste in public areas. Fire alarms are still in code and can wait until renovation. They will be tested on Thursday.
- IV. Old Business
 - a. Flood Update- Still waiting on door magnet repair, cleaning rug in basement, vinyl installation and putting back in an electrical socket from flood repairs. They are due in Tuesday.
 - b. Meredith Library Fund-Government shut down has caused a delay on the 501(c)(3) status.
 - c. Investment Policy Subcommittee Report
 - i. Mill River will complete the MS9 and 10 and submit to State. Betty will ask that they also submit them to Rob at Town Hall.
 - ii. Mill River is breaking out Improvement Fund into its own account and helped to establish investment policies that will need to be discussed at a future Investment Subcommittee meeting. Nichiporuk is being invested for Income and Growth Strategy. Improvement is being invested for Balance Strategy.
 - iii. Strader will ask Steve Aiken to come to the April 9 meeting to briefly discuss investment.

- iv. Bearing Point needs a letter from trustees requesting we close our account. Strader drafted a letter and trustees signed it at the meeting. *Strader will send.*

d. Building Design Subcommittee Report

- i. Strader and Apostolos met with Youth Library Assistant Karen Henchey to discuss the children's room design.
- ii. Strader researched 15 libraries in NH with similar population to Meredith and 10 are currently or have already undergone renovation.
- iii. Gilford and Moultonborough complain about lack of quiet spaces and said if they had to do it again, they would add as many quiet rooms as possible.
- iv. Building Committee: Strader, James, Apostolos, Butler, Eldridge. Tentative meeting planned for Wed. Feb 6 at 10:30AM. *Apostolos will send out notice about it to members.*

e. Advocacy Subcommittee Report

- i. Met on December 12 to discuss PR for State of Library meeting, flood PR and how best to remind people about election and Town Meeting.

b. State of the Library Meeting

- i. Posters have been placed around town. Signs at bank, McDonald's and Heskey Park and at library will promote it. Press Release sent, Facebook Website and Constant Contact invite sent, Schools had invitations sent to go home to parents, decorations and other items needed for event are in motion. Lovett will open the meeting as Butler does not think she'll be back on time. *Apostolos will send Lovett a time line for event.*

V. New Business

- a. Apostolos submitted library section for Town Report.
- b. Apostolos contacted Lions Club, Rotary, Altrusa, PTO, Grange and American Legion about speaking about library and upcoming warrant article. Will try to contact Kiwanis but couldn't find contact info.
- c. Updated Gift Policy. Policy committee needs to meet. Lovett, Butler, Apostolos. Apostolos will draft update and send out with dates to meet. Must update to address naming rights.
- d. ***Garcia made a motion to accept updated Social Media Policy. Seconded by Strader. Garcia thanked Linda Hough for her work on this update. Motion passes unanimously.***
- e. Apostolos is working on draft RFQ and will have it ready for Feb. 12 Trustee meeting.

- f. **Johnson made a motion to accept the annual Leavitt Fund check for \$1083.98. Bayard seconds. Motion passes unanimously.**
 - g. **Strader makes motion to send updated warrant article language to Phil Warren. Includes a line about Trustees selecting architect and design. Johnson seconded. Motion passes unanimously.**

 - h. Apostolos updated the group that ORB has been closed, though it raised \$8000 in 2018. Need to find a new location if anyone has any suggestions. Also, second biggest fundraiser, 5K, needs a race manager.
- VI. Other Business? Meeting with BOS about warrant article. Members of BOS brought up not going through the RFQ process since much work on architect selection has already been done. Apostolos asked for clarification as Town Policy states need for RFQ and Town Manager's Office and BOS asked that the trustees follow Town Policy. Town Manager said that policy states that process can be waived if BOS vote to do so. This will go to a vote on Jan. 28 BOS meeting. Discussion ensued that Trustees should adhere to BOS decision on this.
- VII. Read over motions and actions
- VIII. Adjournment--Next meeting: Tuesday, February 12 at 6:00PM. State of Library Meeting Saturday, January 26 at 11AM at the Community Center.
- IX. Meeting adjourned at 5:30PM.

Respectfully submitted,
Erin M. Apostolos



Jonathan James



Lisa Garcia



Betty Strader

Bill Bayard

Virginia Lovett

Sarah Johnson



Paula Wanzer



