

Library Trustee Meeting
Tuesday, February 12, 2019

Meeting called to order at 12:07 PM

Trustees Present: Ann Butler, Virginia Lovett, Betty Strader, Bill Bayard, Paul Eldridge, Jonathan James.

Absent with Notice: Lisa Garcia

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Jim McFarlin (chair of Meredith Library Fund), Paula Wanzer (trustee alternate voting for Lisa)

- I. Secretary's Report-approve minutes of January 14. **Motion to approve minutes made by Paul Eldridge, seconded by Betty Strader. Motion carries unanimously.** Sign previous minutes.

- II. Treasurer's Report
 - a. Square report may be a month delayed.
 - b. \$100 in Nonresident fees taken in for January.

- III. Library Director's Report *Need vote to close Feb. 26 for ILS Training and changeover.*
 - a. **Motion to close for training February 26, made by Paul Eldridge, seconded by Bill Bayard. Motion carries. Betty Strader opposes.**

- IV. Old Business
 - a. Flood Update: rug cleaned Friday February 8, 2019. Last part of cleanup.
 - b. Meredith Library Fund 501c3: Pledge forms will be distributed to trustees and members of the Meredith Library Fund. Waiting for IRS to confirm 501c3 status. Packet completed for Meredith Library Fund donor information. Waiting for website launch to send out packets. Should be up by the end of the week. Press release with launch of capital campaign and website launch.
 - c. Investment Policy Subcommittee Report
 - i Transition underway. MS9 and MS10 not yet available.
 - ii **Ann Butler will contact Mill Rivers' representative.**
 - d. Building Design Subcommittee Report *Need to vote on draft RFQ*
 - i Role of building subcommittee.
 - ii Betty Strader visited three libraries in various parts of renovation projects. Sixty libraries that have undergone some sort of renovation. Questionnaire available.
 - iii **Motion to accept latest version of draft RFQ made by Betty Strader, seconded by Paul Eldridge. Motion carries. Virginia Lovett abstains.**

- 1 \$400,000 covers entire costs of this phase not exclusively architect fees.
- e. Advocacy Subcommittee Report
- f. State of the Library Meeting, Jan. 26 recap
 - i Not as much feedback or questions as anticipated.
 - ii Possible ice cream social for summer.
 - iii Ask specific design/service questions at summer meeting.
 - iv Special meeting prior to town meeting. Check with Lisa for availability.
 - v Presenting to Rotary, Friends (February 27), Altrusa and American Legion (March 5).
- g. Updated Gift Policy/Naming Rights Policy.
 - i **Paul Eldridge will get copy of Naming Rights Policy from Portsmouth Public Library.**
 - ii **Motion to accept Naming Rights Policy as amended made by Paul Eldridge, seconded by Ginny Lovett. Motion carries unanimously.**
- h. Human Waste Removal Procedure Update: Will be included in policy committee meeting.

V. New Business


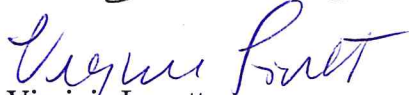
- a. Town Meeting/Election: Bill Bayard will not be running in 2019 election.
 - i Need new Treasurer
 - ii Seek new alternates.
- b. Perpetual Calendar
 - February**
 - Town Warrants Due to Town Clerk
 - March**
 - Receive report from Trustee of the Trust Funds
 - Budget Update
 - Town Meeting: Library Closes at 5:00PM
 - Review of Trustee Goals
 - Trustee Self-Evaluation and Evaluations by Staff and Director
 - Quarterly Investment Review: moved to April.
 - Quarterly Review of Building Preservation/Maintenance Issues
- c. Friends Update: Looking for vice chair, head of garden committee, and chair for 5k. Location for Once Read Books.
- d. Atrium: New Integrated Library System. Training for administrators set for February 20th. Training 25th and 26th.
- e. Policy for Square

VI. Other Business?

VII. Read over motions and actions

- VIII. Adjournment--Next meeting: Tuesday, March 19, 6:00PM. Election, Tuesday, March 12. Town Meeting Wednesday, March 13.
- IX. Meeting adjourned at 1:47 PM.

Ann Butler

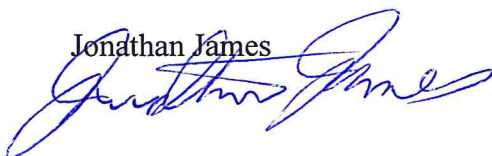


Virginia Lovett
Betty Strader

Bill Bayard

Paul Eldridge



Jonathan James



Paula Wanzer

