

Library Trustee Meeting
Tuesday, August 13, 2019, 6:00PM

Trustees Present: Sarah Johnson, Betty Strader, Paul Eldridge, Jonathan James, Ginny Lovett

Absent with Notice: Ann Butler

Others Present: Erin Apostolos (director), Matthew Gunby (head of circulation), Jim McFarlin (head of Meredith Library Fund), Paula Wanzer (trustee alternate voting for Lisa Garcia), Margaret Croes (trustee alternate voting for Ann Butler)

Meeting called to order: 6:02 PM

- I. Meredith Library Fund Update
 - a. 4 thermometer signs put up July 17th. "Help us move the mercury."
 - b. Innisfree Bookshop Fundraiser 8/17.
 - c. Volunteers for Common Man golf tournament. Mon. Sep. 16, 8:30AM. Generally goes until 3:00 PM. Selling raffle tickets, monitoring holes, etc. Laconia Country Club. Currently three volunteers, need at least four. Margaret Croes will attend morning, Ginny Lovett will attend afternoon. If anyone else would be interested in participating please contact Jim McFarlin.
 - d. Continuing to seek support from local businesses to support Fund.

- II. John Locke: head of youth services.
 - a. Five areas of focus: Collection development, programming/marketing, outreach, administrative, front-end customer service.

- III. Secretary's Report-approve minutes of July 9 and August 12 non-public. Sign previous minutes.
 - a. **Motion to approve minutes of July 9 as written made by Jonathan James, seconded by Sarah Johnson. Motion carries.**
 - b. Minutes for August 12 meeting tabled until September.

- IV. Treasurer's Report
 - a. Ending balance 7/31/19: \$17,417.08
 - b. Gains in both Nichiporuk and Improvement Funds.
 - c. Treasurer's Report accepted.
 - d. **Vote to accept two \$200 grant checks from NH Humanities Council for lecture, motion made by Betty Strader seconded by Paul Eldridge. Motion carries. Vote to move \$220.00 from mileage to Trustee Education, motion made by Betty Strader, seconded by Paul Eldridge. Motion carries.**

- V. Library Director's Report

- VI. Old Business
 - a. Building Subcommittee Report


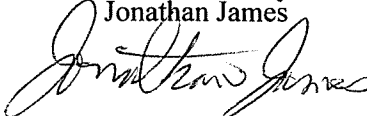
- b. **Vote on Construction Manager for Building Project. Unanimous selection of Milestone Engineering and Construction by Building Subcommittee. Qualifications supporting selection: Experience with libraries, experience with historic renovation, references, team dynamic, hands-on approach, lowest labor rates. Ron Lamarre and Michael Bruss both supported selection and have worked with Milestone in the past. Betty Strader makes motion to accept subcommittee's recommendation, seconded by Paul Eldridge. Motion carries unanimously.**
- c. Advocacy Subcommittee Report: Lisa is trying to set up a meeting time when committee members can attend.
- d. Contract with Lavallee Brensinger has been completed and signed.

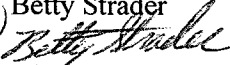
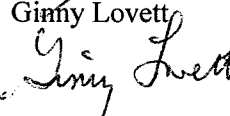
VII. New Business

- a. Library Card Sign Up month update: patron records will be updated to remove long inactive cards. Erin Apostolos will attend several events including some of Moulton Farm's fall events. Giant card created to assist in PR.
- b. Strong box instead of safety deposit box. Would make it easier for officer transitions. **Motion to have Erin Apostolos purchase fireproof strongbox made by Ginny Lovett, seconded by Paul Eldridge. Motion carries.**
- c. **Motion to have Paul Eldridge empty safety deposit box, made by Sarah Johnson, seconded by Ginny Lovett. Motion carries.**
- d. Friends update
 - Reminder to join or renew your Friends Membership
 - Volunteer Fair at Community Center. Friends of MPL and Erin Apostolos will be attending.
- e. Perpetual Calendar

August
Form Budget Committee (Trustee and Town Budgets): Erin Apostolos, Jonathan James, Betty Strader.
Contact Friends of the Library for Food for State of the Library in February.
Strategic Planning Quarterly Review: Plan for January meeting.
Setting date for State of the Library. Saturday February 29th. Erin Apostolos will check Community Center for availability.

September
Many Grants and Dates from NHCF.
Budget Committee Report
Set Date for State of the Library in January/Form Committee
Reserve ALTRUSA Sign in January for State of the Library Mtg
Review of Current Investments
- f. Other Business?
- g. Read over motions and actions
- h. Adjournment—Next regular meeting: Tuesday, September 10, 2019
Motion to adjourn made by Ginny Lovett, seconded by Paul Eldridge. Meeting adjourned at 6:56 PM.

Sarah Johnson

 Jonathan James


Betty Strader

 Ginny Lovett


Paul Eldridge
