

Meredith Library Trustee Meeting
Tuesday, December 8, 6:00PM
Meeting via Zoom

Trustees Present: Jonathan James, Betty Strader, Lisa Garcia, Virginia Lovett, Paul Eldridge, Ann Butler

Absent with Notice: Sarah Johnson

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Vivien Mitchell (trustee alternate), Maggie Croes (trustee alternate voting for Sarah Johnson), Paula Wanzer (trustee alternate)

Meeting called to order at 6:00 PM.

- I. Announcement for Virtual Meeting
- II. Secretary's Report-approve minutes of November 10 meeting. **Motion to approve minutes of November 10 meeting made by Paul Eldridge, seconded by Jonathan James. Motion carries unanimously.**
- III. Treasurer's Report-Vote to move Tea money to supply line. *Requires vote.* **Paul Eldridge makes motion to move an amount not to exceed \$600 from Tea budget line to supply budget line for purpose of purchasing dishwasher. Seconded by Jonathan James. Motion carries unanimously.**
- IV. Library Director's Report
- V. Old Business
 - a. Construction Team Committee Report
 - a.i. Church Boundary Line Adjustment-Tabled
 - a.ii. Building Project Update: schedule update from Milestone should be out later this week.
 - a.iii. Finishing off future stacks *Requires Vote.* **Betty Strader makes motion for approval of \$60,444 for expanded future stacks. A number of potential funding sources, include but are not limited to trustee budget, improvement fund, owner's or construction contingency. Paul Eldridge seconds. This amount includes everything but furnishing. Motion carries unanimously.**
 - a.iv. Architecture budget adjustment.
 - a.v. Security cameras for addition. Estimate from one company. Contacted listserv to see policies of security cameras of other libraries.
 - b. Slate Roof Inspection
 - c. Updated Infectious Diseases and Pandemic Policy-Erin-*Requires Vote*
 - c.i. **Motion to approve updated/amended Infectious Diseases Policy made by Paul Eldridge and seconded by Lisa Garcia. Amendment library may be closed for a given time at the discretion of the library director instead of will close for a period of two weeks. Remove definition of infectious disease. Motion passes, Virginia Lovett abstains.**

- d. Update on Funding for Michael Bruss Contract
- VI. New Business
- a. 2021 Holidays Vote: **Motion to accept holiday calendar made by Lisa Garcia, seconded by Paul Eldridge.** If town meeting is canceled/rescheduled library will remain open its regular hours. **Motion carries unanimously.**
- b. Friends/Buy-a-Brick fundraiser update
- c. Bylaw Update-Immediate Family members of staff on Trustee board
- d. Staff Holiday "Party:" leave in director's purview.
- e. Perpetual Calendar

December

- Library budget presented to BOS
- Quarterly review of building preservation and maintenance issues

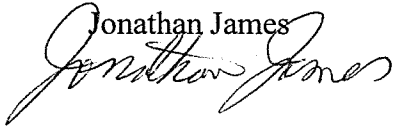
January

- Preparation of Town Report
- Review of investment and spending policies
- Review of Annual Trust Statement
- Budget process update (begun in previous fall)
- Library Circulation, Inventory and Service to Patrons Report
- Review of Mission Statement and Goals
- Get Annual CIP Schedule
- Treasurer Contact Town for Schedule of Materials Required by Auditor
- Dudley Leavitt Income
- Trustee of the Trust Funds Income
- Trustees up for election - need to file, if running

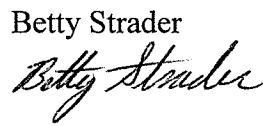
VII. Other Business? Read over motions and actions

VIII. Adjournment—Next regular meeting: **Tuesday, January 12, 2021.**

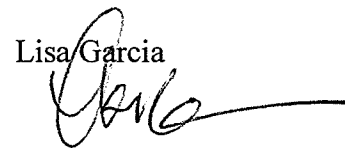
- a. Meeting adjourned at 7:15 PM.
- b. Meeting adjourned at 7:13 PM.

Jonathan James


Virginia Lovett

Betty Strader


Paul Eldridge

Lisa Garcia


Ann Butler



Maggie Croes
