

Library Trustee Meeting  
Tuesday, June 9 2015

Meeting called to order 6:00 PM.

In attendance: Duncan McNeish, Paul Eldridge, Pam Coburn, Beverly Heyduk, Ann Butler

Absent with Notice: Miller Lovett

Others Present: Erin Apostolos (library director), Matthew Gunby (head of circulation)

New Hire Linda Hough introduced to the trustees.

#### Secretary's Report

Approval of May 12 minutes: Moved by Duncan McNeish seconded by Beverly Heyduk. Cannot be approved because no quorum of attendees of that meeting. Will be voted on next meeting.

Approval of June 2 minutes: Moved by Duncan McNeish, seconded by Beverly Heyduk. Cannot be approved because of lack of quorum from last meeting.

#### Treasurer's Report

Approval of Reports for May and June: May 12: Moved by Ann Butler seconded by Beverly Heyduk. Motion carries.

June 9, 2015: Moved by Ann Butler seconded by Beverly Heyduk. Motion carries.

Market value: \$848,37.92 as of June 9<sup>th</sup>.

#### Library Director's Report

Volunteer offered to trim shrubbery. Phil Warren has said this would be acceptable, checked because the library is town property. Motion to officially thank him made by Ann Butler seconded by Paul Eldridge.

Possible radio spot to promote library activities.

Erin Apostolos and Duncan McNeish will discuss the logistics.

#### Old Business

- Long Range Plan Goal 4-Pam  
Collection development through 2017.  
Removal of older reference texts.  
Part of state's digital resources. Meredith has consistently voted to continue expanding state's collection.
- Personnel Policy and Staff Evaluations-Policy Committee-(Need to set up meeting): Beverly Heyduk has agreed to join the committee. It now consists of Ann Butler, Beverly Heyduk, and Miller Lovett.
- Fundraising committee-(Need to set up meeting): tabled.
- Highlight location with local theater groups or other interested organizations by possibly having an event in front of the building.
- Beverly Heyduk will discuss this at the next meeting of the Friends' Fundraising Committee.
- Orientation Packet committee-(Need to set up meeting): currently tabled.
- Erin Apostolos and Ann Butler will set up a time for interviewing prospective trustees or alternates.
- Gutter/Masonry Update: begins June 22<sup>nd</sup>. Erin Apostolos will be in contact with the Baptist Church.
- Meeting with Brown Engineering: Next step in Master Plan.  
Feasibility study of expansion into the parking lot. Ask Christopher Williams what the setback from the Baptist Church has to be. Next determine what costs are associated with possibly buying surrounding properties. Kent Brown and Rich Jewett should be consulted in future. Determine if it is possible to expand within current footprint and meet the needs stated in the Ladd Report.  
Value in informing the Friends about the current plans for the building and Tom Ladd's report. Erin Apostolos will add this to her report to the Friends.  
Have a trustee report updates to the staff on a regular basis.
- Rearranging Current Library Space: Ann Butler will look to see if she can find notes from her and Colleen Nolan's conversation with an architect several years ago.

Trustees will look over Tom Ladd's report and carefully consider possible options.

#### **Action Items from Last meeting**

- Erin Apostolos will contact Rotary about two additional Little Free Libraries. Erin Apostolos hopes to meet with them tomorrow and ask them to either build or donate funds for two more.
- Pam Coburn will ask Eliza Leadbeater if she knows any cost estimator the library could use. Pam Coburn and Ann Butler will attempt to meet with Eliza Leadbeater.
- Erin Apostolos will apply for Moose Grant to work towards the gutter project. Will do so by the end of the month.
- Ann Butler will contact the Meredith 250 Anniversary Committee and request to join. Contacted once, but has not heard anything back. Ann Butler will contact Carol Gerken as a point of contact.
- Pam Coburn and Beverly Heyduk to contact Funeral Home. Beverly Heyduk spoke with the Funeral Home and they suggested mentioning this opportunity to Friends or in the newsletter.
- Erin Apostolos will contact Chris Williams to verify internal square footage. Completed.
- Pam Coburn will contact other applicants for alternate trustee positions. Pam Coburn contacted one recruit who declined and is hoping to contact a second. Trustees should continue to consider potential additions.
- Duncan McNeish will contact Andrew Livernois to determine if there are any updates on MOU. Duncan McNeish contacted Andrew Livernois, but has yet to hear back from him. Duncan McNeish will try to contact him again by Friday.

#### **New Business**

Calendar Review of July: Patron satisfaction survey. Motion to table it made by Ann, seconded by Beverly. Motion carries.

Creation of suggestion box so summer residents could better provide input on library post-Master Plan Committee.

#### **Other Business**

Pam Coburn will contact Colleen Nolan with the protocol for resignation.

New Vice Chair: Motion to nominate Ann Butler made by Beverly Heyduk seconded by Paul Eldridge. Motion carries.

Option to maintain alternate until the next election when a trustee will be elected.

Tom Ladd will try to provide the revised draft by the July 14<sup>th</sup> meeting.  
Executive Session (Vote on minutes from May 12 session; personnel issue)

Motion to enter executive session made by Ann Butler seconded by Beverly Heyduk. Poll of trustees.

Adjournment at 7:58: Motion made by Ann Butler, seconded by Beverly Heyduk. Motion carries. Next meeting: Tuesday, July 14, 2015