

Meredith Public Library
Library Board of Trustees Meeting
December 8, 2015

Meeting called to order at: 6:00 PM

In attendance: Pam Coburn, Paul Eldridge, Duncan McNeish, Ann Butler, Miller Lovett, Jane Ramsay, Beverly Heyduk.

Others Present: Erin Apostolos (library director), Chris Leland (assistant director), Matthew Gunby (administrative assistant), Ron Lamarre

I. Ron Lamarre:

- Lavallee Brensinger Architects.
- Member of American Library Association.
- Would like to meet with stakeholders, library users, non-users and create vision for library for the 21st century.
- Attend their meetings, create charrettes.
- Sustainability incredibly important.
- Listen to library and community. Establish goals with the community. Collaborative atmosphere. Engage all stakeholders.
- Library as reflection of the community. Each community needs a different library.
- Usage of the building while the library is closed growing trend.
- Upfront costs as well as maintenance costs.
- Provide schedule and work through all facets of the project.
- Building information modeling.
- Coming to consensus with various groups, often saying similar things in a different fashion.
- Informational documents customized to the community.
- List challenges, solutions and corresponding costs.
- NH Libraries Ron Lamarre has worked with: Kimball Library in Atkinson, Langdon Library in Newington, Kingston Library, North Hampton Library, Wadleigh Library in Milford, Harvey Mitchell Memorial Library in Epping.
- Over 25,000 square feet it begins to make sense to consider two floors, under this size, one level is more cost effective. Also, easier for staffing the building.

- Asking the question of how to use the former library if the library decides to move to a new site.
- Why-what if/what can't we do- then approaching the how.
- First steps for community outreach: research what has been done. Go to existing community gatherings with informational materials.
- Creating a timeline with previous steps and upcoming milestones.
- Working back from a definite desired date of completion, town meeting 2017, 2018?

II. Post Presentation Discussion

Erin Apostolos checked four of the references Ron provided.

- Understands budget constraints.
- Made it feel like the community owned the project.
- Focused on sustainability.
- Worked with the Friends of the Library.
- Was able to finally give the Board a purpose, a direction and unified us for the first time.
- Attended every Board of Trustees meeting and all other public meetings
- Always available by cell phone.
- Ron is a work-aholic.
- All four references said that they would hire him again. We would be pleased with his work.

Discussion on Payment. The trustees had interviewed four architects and felt that Lavalley Brensinger was the only one that was a full-service provider including: meetings with the boards and the public, help with promotional materials and fundraising as well as providing conceptual drawings and a figure to be used on the ballot as early as 2017. They verified that they would be working directly with Ron Lamarre. The fee for Lavalley Brensinger is \$65,000 and covers preliminary planning period only - i.e. all earlier than "working drawings and specification for building plans we adopt as final solution in our investigation". Erin Apostolos suggested that perhaps the \$65,000 fee could be split with the Town. The trustees felt that they wanted to expend the entire fee from the Improvement fund since that is what the fund was designed for. They wanted a show of good faith to the Town.

Discussion on Spending policy. Erin Apostolos explained that according to the library's Spending Policy that in addition to the annual net income generated by

the trust, four percent of the ending principal balance on December 31 in the Improvement Fund is automatically authorized for expenditure in the following year without a Board vote. Any expenditure of the fund's principle beyond that requires a 2/3's majority of a Full Board vote.

Beverly Heyduk makes motion to spend up to a maximum of \$65,000 in the hiring of Lavallee Brensinger. Paul Eldridge seconds the motion.

Discussion: Important to understand this is a preliminary planning and pre-bond services to determine the vision. **Poll of the Board of Trustees. Motion carries unanimously.**

Duncan McNeish, Erin Apostolos and possibly Pam Coburn will try to set up a meeting with Phil Warren to discuss town's role in library vision.

III. Secretary's Report

- a. Approval of November 10 minutes. **Motion to accept minutes made by Paul Eldridge, seconded by Duncan McNeish. Motion carries.**

IV. Treasurer's Report:

- a. Total market value: \$841,645.86
- b. **Motion to accept treasurer's report made by Paul Eldridge, seconded by Beverly Heyduk. Motion carries.**

V. Library Director's Report

VI. Old Business

- a. Personnel Policy-Policy Committee
 - i Minor revisions made from the lawyer's draft.
 - ii **Motion to accept new personnel policy as written with minor edits made by Beverly Heyduk. Seconded by Miller Lovett. Motion carries.**
 - iii Erin will contact trustees if a new signed copy is required.
- b. Gutter/Masonry Update
 - i L-Chip site review has been completed.
 - ii Erin will contact L-Chip for their final payment.
- c. Budget Committee-Meeting Scheduled for Jan. 7, 10AM
- d. Mackensen Update

- i Library funds currently secure according to National Advisor's Trust.
- ii Duncan McNeish suggests the Board consider finding a replacement for Mackensen as a financial advisor.
- iii Duncan McNeish will contact the Attorney General's office and see what they advise.
- iv Duncan McNeish will contact National Advisor's Trust to say the library will be severing its ties with Mackensen and determine possible replacements for an advisor.
- v Tuesday December 15th at 10 AM meeting to go over financial issues and meet to discuss Select Board meeting the following Monday.

VII. New Business

- a. Vote to close on Wed. January 6 from noon-2PM for Staff New Year meeting. **Motion made by Duncan McNeish, seconded by Paul Eldridge. Motion carries.**
- b. Calendar Review of January
- c. Discussion-Meeting with BOS (masonry update, MOU/Personnel Policy, building). Postponed until special meeting Thursday, December 17th.

VIII. Adjournment— **Motion made by Duncan McNeish at 8:28 PM, seconded by Paul Eldridge. Motion carries.**

IX. Next meeting: Tuesday December 15th at 10 AM.

Pam Coburn



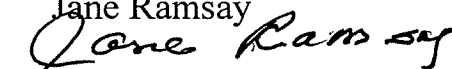
Duncan McNeish



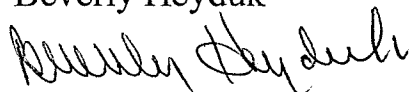
Miller Lovett



Jane Ramsay



Beverly Heyduk



Paul Eldridge



Ann Butler

