

Meredith Public Library
Library Board of Trustees Meeting
January 21, 2016

Meeting called to order at: 6:01 PM

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

Absent with Notice:

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

- I. Ron Lamarre
 - a. Game plan moving forward based upon Plan of Action and timeline created by the Board of Trustees.
 - b. Start with setting up milestones. Consideration of the bond vote. 2nd Tuesday of March 2017. All warrant articles must be filed between the 20th and 29th of January. Targeting September for a final review by the Select Board. September 1st CIP Meeting. A trustee vote would be required to move forward this by the August Board of Trustees' Meeting. Possibility of public works building being on the ballot for 2017. Would potentially make it difficult to pass warrant article on the library. Worthwhile to also contact the Planning Board. Creating a building committee with both trustees and non-trustees, members of the Select Board, voting and non-voting members. The library should have three major outreach initiatives in ninety days before going to the CIP meeting. Holding it in the building would be the desired outcome to show some of the problems of the current facility. Beverly Heyduk will approach the Friends of the Library to see how they wish to be involved in this process. Allowing members of the public to join online meetings, but also making them aware of public forums where their input can be provided. Meeting on a weekly basis. Meeting 1st, 3rd, and 4th Tuesdays of the month at 10 AM. These will be referred to as planning committee meetings. The regular Trustee meeting will remain as scheduled. Thursday, January 28th first planning committee meeting.
 - i. Thursday 1/28 10 AM
 - ii. Tuesday 2/2 10 AM

- iii. Tuesday 2/9 6 PM
 - iv. Tuesday 2/16 10 AM
 - v. Tuesday 2/23 10 AM
 - vi. Tuesday 3/1 First public meeting 6 PM: RSVP would be appreciated, but not required.
 - vii. Tuesday 3/15 Trustee meeting and planning meeting. 4:30 planning, 6:00 regular trustee meeting.
 - viii. Tuesday 3/22 meeting 10 AM
 - ix. Tuesday 3/29 second community meeting. 6 PM. Based on what we heard...
 - x. Tuesday 4/5 meeting 10 AM
 - xi. Tuesday 4/12 meeting 6 PM
 - xii. Tuesday 4/19 meeting 10 AM
 - xiii. Tuesday 4/26 meeting 10 AM
 - xiv. Tuesday 5/3 public meeting: invite Select Board. Erin Apostolos will ask Phil Warren to inform the Select Board about this target date. Concept design will be completed by this time.
 - xv. June, July and August receiving additional public input, additional outreach, considering fundraising, and reaching out to a construction manager.
- c. Note on governance of the library: The library building is owned by the town, but the citizens elected the Board of Trustees to be the stewards of the library. By state law, the Board of Trustees has final say on library building decisions.
 - d. Determining the appropriate committee members for a planning committee.
 - e. First press release: Meredith News and Laconia Sun. Target date? Who will be writing this?
 - f. Obtaining a site plan for the building. Reviewing tax map to determine possible locations.
 - g. Bringing in different organizations: Grange, Kiwanis, Altrusa, Historical Society, Rotary, etc.
 - h. The Board of Trustees has been tasked with researching possible sites for a future library before the first meeting of the Planning Committee.

II. Secretary's Report

- a. Approval of minutes
 - i. Motion to accept December 8th minutes made by Ann Butler seconded by Beverly Heyduk. Motion carries.
- III. Treasurer's Report
 - a. Lavallee Brensinger is flexible with regard to how payments are made to them for services rendered.
 - b. Market value as of Tuesday 1/12/2016: \$822,010.07
 - c. Motion to approve treasurer's report made by Paul Eldridge seconded by Ann Butler. Motion carries.
 - d. MS9 Report: annual report of expenditures and income. Motion to accept MS9 report made by Ann Butler seconded by Duncan McNeish. Motion carries.
- IV. Library Director's Report
- V. Old Business
 - a. Budget committee meeting January 6, 2016
 - i. Trustee budget 2016: Ann Butler makes motion to accept Trustee Budget of \$81,600. Seconded by Beverly Heyduk. Motion carries unanimously.
 - b. Discussion of BOS Meeting – MOU/Personnel Policy: Article 2 Section 3 altered by the Select Board.
 - i. Motion to accept MOU as modified made by Paul Eldridge, seconded by Jane Ramsay.
 - ii. Motion to accept Personnel Policy made by Duncan McNeish, seconded by Paul Eldridge. Motion carries unanimously.
- VI. New Business
 - a. Need to vote on 2015 Encumbrance: Motion made by Paul Eldridge, seconded by Duncan McNeish to accept the encumbrance of \$31,400. Motion carries unanimously.
 - b. Calendar Review of February
 - i. Preparation of town report: completed.
 - ii. Warrant articles submitted. The Board of Trustees is not applying for any in 2016.
 - c. Need to vote on Holiday Calendar for 2016. Motion made by Paul Eldridge, seconded by Jane Ramsay. Motion carries.
 - d. Overview from Mackensen: Duncan McNeish has contacted two entities in Massachusetts through National Advisor, they have not reported back. Local agency was not familiar with MS9 or MS10.

Duncan McNeish will try to get back in touch with the two Massachusetts entities over the next month. If unable to get in touch with them, Duncan McNeish will try to contact National Advisors Trust.

e. Other Business

- i. NHLTA Trustee Conference is May 23rd.
- ii. Staff Service Day Wednesday February 10th. Analyzing collection development policy. Close library from 9 AM to 2 PM to allow for workshop and review of policy. Motion made by Paul Eldridge, seconded by Jane Ramsay. Motion carries.
- iii. List of potential candidates for planning committee
 1. Fire chief
 2. Code enforcement officer
 3. Jonathan James
 4. Chair of the School Board
 5. John Moulton
 6. Andy Lane
 7. Sharon Warga
- iv. Minutes from December 30th meeting will be approved in February. Will be sent back out by Matthew Gunby.

VII. Adjournment

a. Next meeting: Tuesday February 9, 2016

- i. Motion to adjourn made at 7:56 by Paul Eldridge seconded by Duncan McNeish. Motion carries.

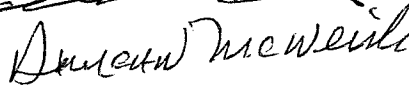
Pam Coburn



Paul Eldridge



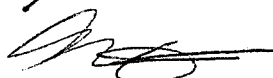
Duncan McNeish



Jane Ramsay



Ann Butler



Beverly Heyduk



Miller Lovett

