

Library Trustee Meeting Minutes
Tuesday, March 23, 2017, 6:00PM

Meeting called to order at 6:01PM

Trustees Present: Ann Butler, Jane Ramsay, Duncan McNeish, Paul Eldridge

Others Present: Betty Strader, alternate trustee (for Beverly Heduk), James McFarlin, trustee-elect, Erin Apostolos, Library Director, Pamela Coburn

- I. Secretary's Report-approve minutes of January 19 (non-public) and February 21, 2017. Sign previous minutes.
 - a. **Motion to approve January 19 minutes made by Eldridge, seconded by Ramsay. Motion carries unanimously. Motion to approve February 21 minutes made by Strader, seconded by Ramsay. Motion carries unanimously.**

- II. Treasurer's Report
 - a. Market value: \$853,156.71
 - b. **Motion to accept treasurer's report made by, seconded by. Motion carries unanimously.**
 - c. *Action: Apostolos will scan Bearing Point document and email out to trustees to review. Trustees will come to library and ask for report on McNeish's shelf in order to sign it.*
 - d. MS9's are late due to changes in State regulations. *Action: McNeish will call Bearing Point to find out when they will be available.*

- III. Library Director's Report
 - a. *Action: Ramsay will write monthly article for Meredith News based on Erin's report. Will send draft to trustees first for approval.*
 - b. Apostolos commented that the trustees have put off library building maintenance issues for nine years while determining future of the building. At last staff meeting staff mentioned the front sign in disrepair, uneven front path, sinking front stairs, overgrown landscape, aging carpets, moldy smell in meeting room, urine smell in bathroom sink, exterior and interior painting and they wanted an updated microwave. Trustees asked staff to be patient a bit longer while feasibility study on current building is carried out. Agreed to allow replacement of microwave. *Action: Apostolos will research and purchase new microwave using building maintenance line. Will ask electrician to install since it is also a vent for the stove.*
 - c. Apostolos mentioned visit from a patron concerned about mold and lead paint in building. Apostolos suggested this issue be included in the feasibility study. *Action: Mold/Lead paint issue will be brought to Feasibility Study by Trustee representatives. Trustees feel that this safety issue should be part of what makes building feasible as a public library that serves young children.*
 - d. Apostolos handed out Library Week brochures.
 - e. *Action: Apostolos will scan Meredith News article and email to trustees.*

- IV. Old Business
 - a. Bylaw Review-tabled until April


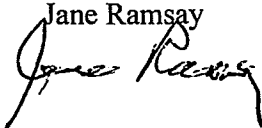
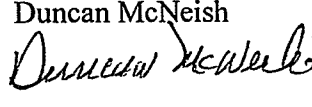
- b. Outreach Committee Update-completed two patron interview videos which have seen a lot of hits on Facebook. Created “vision” poster which needs trustee approval. Working on a project “how the library has transformed you” for Library Week. Butler suggested Apostolos create a video of her Rotary presentation. *Action: Apostolos will work with Linda Hough, staff member, on that.*
- c. Policy Committee-Motion to approve updated Bulletin Board Policy and change name of policy to Signage and Literature Policy made by Ramsay, seconded by Strader. Motion carries unanimously.
- d. Front Stairs-already discussed in Director’s report.

V. New Business

- a. Town Meeting Warrant Article-Pushed to go with item h.
- b. Discussion on Jennifer Goodman meeting (NH Preservation Alliance)-felt information given at meeting was vague and not very helpful. Didn’t clarify what could or could not be done to building. Studies mentioned about municipal buildings helping Main Street Goodman admitted were only about post offices and not libraries. No data about libraries helping downtown stores. Must follow Secretary of Interior Standards for historic section. Signed legal document with LCHIP sits at Belknap County Registry of Deeds. Could be subject to legal issues if we break agreement and change historic building without permission from NH Division of Historic Resources.
- c. Officer elections-Call McNeish to recommend an officer by April 5.
- d. Comments from staff meeting-addressed in Library Director’s Report
- e. Letter of Resignation from Miller Lovett. **Motion to accept made by McNeish seconded by Ramsay. Motion carries unanimously.**
- f. Trustees will ask BOS on April 3 to appoint Betty Strader to complete Beverly Heyduk’s term and Pamela Coburn to complete Miller Lovett’s term. *Action: Erin will ask Phil Warren to put this on the April 3 BOS agenda.*
- g. Any trustee wishing to attend NHLTA should get form to Apostolos by Friday April 7.
- h. Advisory Committee-BOS would like two trustees, two BOS members, four citizens (two picked by trustees; two by BOS) and one planning Board member. **Eldridge makes a motion to send Coburn and McFarlin to represent Trustees on the committee. Seconded by Ramsay. Motion carries unanimously.** Trustees discussed names of people they may want for their two picks. Will wait and see who BOS selects so as not to duplicate names. Trustees wish to keep an open mind about the Library’s vision while working with the committee. If public asks, please tell them that the Robertson property has been “put on hold” until the feasibility study is completed. **No one makes motion to display “vision poster” at front and back entrance. Motion to display “vision poster” with alterations made by Ramsay. No one seconds. Motion fails.**

VI. Adjournment—BOS Meeting Monday, April 3 at 4:30 to discuss Advisory Committee. Next meeting: Tuesday, April 11, 6:00PM.
Motion to adjourn at 7:53.

Respectfully submitted by Erin M. Apostolos

Ann Butler  Jane Ramsay  Duncan McNeish  Paul Eldridge 