

Meredith Public Library Board of Trustees Meeting

August 12, 2014

Meeting called to order at 6:00 PM

Members in Attendance: Ann Butler, Pam Coburn, Paul Eldridge, Duncan McNeish, Rhettta Colon, Colleen Nolan, Mary Richardson

Others in Attendance: Erin Apostolos (Library Director), Judy Hodges (Assistant Library Director), Matthew Gunby (Administrative Assistant), Andrew Livernois (Library Counsel)

Andrew Livernois:

Motion to Enter Executive Session 6:05PM

Motion to Leave Executive Session 6:47 PM

Motion to seal the minutes of the executive session for twenty-five years passes. *Motion passes unanimously.*

Secretary's Report:

Approval of Minutes for June meeting. Minutes are approved.

Approval of Minutes for July meeting. Minutes are approved.

Treasurer's Report:

Approval of Report: Report is approved.

Library Director's Report:

- Financial Update
- Circulation and Events Report
- Friends Update: The Friends' Book-It 5k is August 30th and the Friends would greatly appreciate it if some members of the Board of Trustees could attend. Also, the Friends' Book Sale goes from August 21-23.
- Outreach Update: Homebound services and Chris's tech classes at the Senior Center remain popular. Karen has continued visiting the Interlakes Daycare, and the 7-Upper Daycare visit the library weekly.
- Building Maintenance Updates: Norman Larson completed his plans and RFP for the drainage project.
- Master Plan Committee: There was a lunch to thank the Master Plan Committee for all of their efforts. Four members of the committee were able to attend.
- Grant Updates-Humanities Grant LRR: Received a grant from the Humanities Council to partially support the Lakes Region Reads Program. NH Charitable Fund should get back to Erin regarding the grant to purchase books for this event.
- PR Update: Number of press releases for the summer programs.

- Little Library update: Micci Freyenhagen's husband has finished a Little Library using materials donated from Home Depot. Desire to ultimately place one at both beaches and Childs Park.
- Heating Oil Budget: the budget for 2014 has already been exhausted and funds will have to be transferred to meet the heating needs.

Old Business:

- Masonry/Gutter Project: Erin will be having a meeting with the principle contractors, Rich Jewett and Kent Brown for the masonry and gutter project on August 13. Paul and Duncan have agreed to also attend this meeting.
- Letter of Understanding Update-Erin will ask Phil to be put on the agenda.
- Master Plan Committee Report: The printed version of the Master Plan Committee Report has been made available to the Library Board of Trustees. Erin will contact Tom Ladd about reviewing the report before it is made public.

New Business:

- Jackie Bonafide selling notecards for fundraiser. According to the library policy, we cannot sell items as part of a display. The Board agrees this policy should be adhered to. Erin has contacted Jackie to let her know.
- Vote to accept gift of \$250 in memory of Debra Pelczar Smith from Bob and Marilyn Ambrose to be spent on baking books for all ages. The gift is to be given anonymously, though a press release will be made saying the gift has been given anonymously. The name has to be on the Board of Trustees minutes and the family will be notified of this by Erin or Judy. The motion to accept the gift passes unanimously.
- Hiring Tom Ladd: Erin has already contacted Tom Ladd and will reach out to him to see if he would be willing to review the Master Plan Report and give feedback with regards to how best to publicize and make the report accessible.
- Designate a Budget Committee: Pam, Erin, Paul, Pam
- Mackenson will be contacted by Duncan to determine the best time for him to come in, possibly annually. There is value in him being present before the library starts to establish its budget in October, but knowledge of next year's finances will not be available to him until January. Also, the details of the Prudent Investor were accepted at the last meeting.
- Need to change date of November meeting due to Veteran's Day. The November meeting will now be November 18th at 6:00 PM.
- Calendar Review of September
- Colleen presented the idea that a trustee should be present at each Select Board meeting. The next meeting is August 18th and Ann has agreed to be present at this meeting. The following meeting will be September 1st unless it is rescheduled for Labor Day. If the meeting does occur on the 1st, Pam will attend this meeting.

Adjournment 7:43 PM

Next Meeting: September 9, 2014 6:00 PM

Respectfully submitted,
Matthew Gunby