

Meredith Public Library  
Minutes for Library Trustee Meeting  
October 14, 2014

Meeting called to order at 6:01 PM

In Attendance: Rhetta Colon, Duncan McNeish, Mary Richardson, Colleen Nolan, Pam Coburn, Ann Butler.

Others Present: Judy Hodges (assistant director), Matthew Gunby (administrative assistant), Tom Ladd (library consultant).

Absent with Notice: Paul Eldridge

I. Tom Ladd-

- a. Trustees reviewed his report of September 2011.
- b. Tom Ladd received Master Plan Report and has reviewed it.
- c. Trustees sought Tom Ladd's advice on Communication
  - Improving communications between the Town and the Library and reaching an agreement about the MOU.
  - Determining how to share the information gained from the Master Plan Report with the community.
  - Reaching out to local businesses particularly during the tourist season could be valuable.
    1. Books at the Beach program is theoretically up and ready for next year.
    2. Publicity has increased over the last few years under Erin Apostolos' direction, increasing the information about future events.
- d. He proposed developing a Building Plan based on information from the Master Plan Committee's report.
- e. He reported that he noticed a number of building projects have taken place over the past few years.
- f. He suggested that Town offices could possibly take over the current space as they also have issues in their current space, but building problems would still have to be addressed.
- g. Trustees reported that no public space exists where the library could theoretically move, but possible private sites for sale have not been researched.

- h. Trustees noted that they need to hire an architect or cost estimator to determine the costs of staying at this site or moving to a new site.
- i. Tom Ladd observed that it would be difficult to rearrange existing space, though new spaces could be more modular (for example, movable bookshelves.)
- j. Trustees mentioned that Architect Peter Tennant provided ideas about changes that were possible for the current space.
- k. Discussion on how the library might manage its own finances
  - The town said that he would negotiate health benefits for library employees on behalf of the trustees.
  - Town is paid \$8500 by the Library to handle bookkeeping.
  - The library employees are paid under the town's tax identification number.
  - A number of libraries in the state already manage their own finances.
  - In the 90s the library joined the town's payroll system.
  - Important to know the impact of municipal budget law.
  - Copy of the revised Memoranda of Understanding will be sent to Tom Ladd.
  - The library will consider taking over accounts payable from the town office.
- l. Erin will be the point of contact for Tom Ladd. Tom Ladd who will create an estimate of hours and expenses. Judy will be the interim contact in Erin's absence.

## II. Secretary's Report

- a. Approval of minutes from August 12-Executive Session, September 9, September 29. Motion to approve minutes made by Ann Butler. Seconded by Mary Richardson. Motion passes.

## III. Treasurer's Report

- a. Approval of Report. Motion to approve report moved by Mary Richardson. Seconded by Ann Butler.
- b. Vote to accept \$1000 check from NH Humanities Council for Lakes Region Reads. Motion to accept, moved by Pam Coburn, seconded by Ann Butler. Motion passes.
- c. Motion to pay bill to Norm Larson moved by Ann Butler seconded by Duncan McNeish. Motion passes.

#### IV. Library Director's Report

- a. Financial Update
- b. Circulation and Events Report
- c. Friends Update
- d. Outreach Update
- e. Building Maintenance Updates
- f. Master Plan Committee
- g. Grant Updates
- h. PR Update

#### V. Old Business

- a. Library Masonry/Gutter Project
  - Duncan McNeish met with Rich Jewett and asked to have materials available by October 10<sup>th</sup> on the drainage project. This proved to not be possible and is still pending.
- b. Letter of Understanding Update-Rhetta Colon
  - Rhetta Colon will send all of the drafts of the Memo of Understanding to Tom Ladd.
  - Duncan McNeish met with Brenda Vittner to discuss costs associated with maintaining separate finances. The costs would theoretically be much higher (three to four times the amount according to Brenda Vittner).
  - Follow-up meeting with Erin Apostolos, Rhetta Colon, and Duncan McNeish and Brenda Vittner will be scheduled. Specific trustee concerns will be researched first.
- c. GMP Front Design Update- Pam
  - Chris Williams is creating a redesign for the GMP Front Design. The next meeting of the GMP will occur next Tuesday October 22, 2014. Open to the public.
- d. Library Card Policy-teachers
  - Teachers are not currently able to receive a free residential library card unless they live in the community.
  - Motion by Colleen Nolan to allow all employees of I-LS (Inter-Lakes School District) and Lakeland School to receive a residential card free of charge. Seconded by Ann Butler. Motion passes.
- e. Motion by Duncan McNeish to hire Tom Ladd at \$50 per hour, seconded by Mary Richardson. Motion carries.

- Tom Ladd and Erin Apostolos will discuss what services he will provide and a schedule for same.

VI. New Business

a. Holiday Schedule

- Motion to accept the holiday schedule as written moved by Ann Butler seconded by Duncan McNeish. Motion passes.

b. Calendar Review of October and November-Rhetta Colon

- Budget committee has yet to meet.
- Copies of the budget process have been sent to all members.

c. Halloween Decorations in front of the library.

VII. Adjournment: Duncan McNeish moves to adjourn, seconded by Mary Richardson at 7:45.

Next meeting: November 18, 2014, 6:00PM