

Meredith Public Library
Minutes for Library Board of Trustees' Meeting
December 17, 2014

Meeting called to order at: 6:00 PM

In Attendance: Rhetta Colon, Duncan McNeish, Paul Eldridge, Pam Coburn.

Others Present: Erin Apostolos (library director), Judy Hodges (assistant director), Matthew Gunby (administrative assistant), Beverly Heyduk (member of the Board of the Friends of the Library)

Absent with Notice: Ann Butler, Colleen Nolan

I. Secretary's Report

- a. October 28 Motion to accept minutes as written. Moved by Pam Coburn, seconded by Paul Eldridge. Motion passes.
- b. November 18 Motion to accept minutes as written. Moved by Duncan McNeish, seconded by Paul. Motion passes.
- c. November 25 Motion to accept minutes as written. Moved by Paul Eldridge seconded by Pam Coburn. Motion passes.

II. Treasurer's Report

- a. House Bill 297 implementation: Information received from Mackensen by the Board of Trustees regarding House Bill 297 and its implementation. This will be further discussed with Mackensen during his attendance at the January or February meeting.
- b. Warren Mackensen advises removing current savings account with Meredith Village Savings and to either invest in funds or enter into organizational checking fund. Duncan McNeish moves to take \$649 in pyramid savings account at MVSB, close the account and move it to organizational checking account. Seconded by Paul Eldridge. Motion passes.

III. Library Director's Report

- a. Financial Update
- b. Circulation and Events Report
- c. Friends Update: rotating memorial in Friends' area.
- d. Outreach Update

- e. Building Maintenance Updates: Path between church and library used by both patrons and staff is not maintained by the town, because of concerns with liability.
- f. Master Plan Committee
- g. Grant Updates
- h. PR Update

IV. Old Business

- a. Library Masonry/Gutter Project
 - Discussion on bid document tabled until revisions are received from the town.
- b. Letter of Understanding Update: Motion to accept the Personnel Policy as written. Moved by Pam Coburn, seconded by Paul Eldridge. Erin Apostolos will email Phil Warren to get on the agenda to discuss this and the Memo of Understanding for the next available meeting.
- c. Front Sign- Erin Apostolos met with Chris Williams, Norman Larson and Beth Euler to review possible new signs. Two options were given side by side to be considered. The trustees wanted the hours to be larger than current options. Erin Apostolos will get back in touch with the Greater Meredith Program. Discussion tabled until the Board hears back from the Greater Meredith Program with new sign options. Paul Eldridge will look into possible short term solutions. Creating a new sign will be put into the budget for 2016.
- d. Tom Ladd's Contract: Proposal received by board members via email. Motion to accept Tom Ladd's proposal. Moved by Duncan McNeish seconded by Paul Eldridge. Motion passes.
- e. Budget meeting with BOS-Budget Committee: Erin Apostolos will ask Phil Warren when the Board of Selectmen will get back to the Board of Trustees on this so that it can be ready for Town Meeting.
- f. Trustees to BOS meetings: Trustees decided to table attending and will attend on an as needed basis.
- g. GMP design update: Option of seasonal benches for outside usage that will not need to be cleared of snow during the winter.
- h. Erin and Duncan met with Brenda Vittner. She estimates \$13,000 would be available for the remainder of the fiscal year and discussed the Masonry and Gutter Project.

V. New Business

- a. Trustee Elections: Rhetta Colon's term ends in March and she will not be running again. Mary Richardson has resigned her position as a trustee. Beverly Heyduk has submitted a request to be an interim member of the Board of Trustees. Erin will email Phil Warren to ask to put the Trustees on the Jan. 5 BOS agenda and Duncan McNeish will bring the letter of resignation and letter of interest to the town hall on Thursday December 18.
- b. Motion to accept Mary Richardson's resignation. Moved by Duncan McNeish seconded by Pam Coburn. Motion passes. We are grateful for her time with the Board of Trustees.
- c. Motion to nominate Beverly Heyduk in the interim to fill this resignation until her term ends in March 2016. Moved by Duncan McNeish seconded by Paul Eldridge.
- d. Paul Eldridge, Duncan McNeish and Ann Butler have their terms ending in March.
- e. Calendar Review of January: Warren Mackensen will be asked to come to January meeting for financial review. Duncan McNeish will get in touch with him. February meeting will be requested if January is not possible. Other calendars include: budget process update, review mission statement and goals, trustee budget, obtain annual CIP schedule. Erin Apostolos and Duncan McNeish will meet to determine what questions to ask Mackensen when he comes to the Board of Trustees. Paul Eldridge will ask Chris Williams about a general estimate to work on the steps of the library.
- f. Budget committee now consists of Duncan McNeish, Paul Eldridge and Pam Coburn.
- g. Maintenance Plan: spreadsheet submitted by Erin Apostolos to the Trustees.
- h. Shoveling and sanding before 7:30AM: Erin will contact Al Bolduc if the sidewalks are not done when the staff comes in before 8:00.
- i. Other Business: Outreach of Master Plan Committee. Erin will contact Tom Ladd to determine a likely date of completion of the building program and to ask him to recommend a cost estimator.
- j. Motion to expend \$5,347.30 to CPW Architects for work done November 1st to 30th. Moved by Duncan McNeish, seconded by Paul Eldridge. Motion passes.

- k. Motion to expend \$2,110.40 to CPW Architects for work done October 1st to October 31st. Moved by Duncan McNeish seconded by Paul Eldridge. Motion passes.
- l. January 13th closed from 12:00-2:00 for a staff New Year's annual meeting. Moved by Paul Eldridge seconded by Pam Coburn. Motion passes.
- m. Duncan will contact Rich Jewett regarding library's relationship with CPW Architects.

Action Items:

Erin Apostolos will contact Phil Warren to get on the agenda to discuss the Personnel Policy and the Memo of Understanding and to discuss Beverly Heyduk replacing Mary Richardson as trustee.

Duncan McNeish will bring a copy of Mary Richardson's resignation and Beverly Heyduk's letter of interest to the town hall.

Duncan McNeish will contact Rich Jewett.

Meeting Adjourned at: moved by Duncan McNeish seconded by Pam Coburn at 7:20 PM.

Next Meeting: January 13, 2015 at 6:00 PM

Respectfully Submitted by,
Matthew Gunby