

**Meredith Public Library Board of Trustees**  
**Minutes of the Board Meeting September 9, 2014**

Meeting Called to Order at: 6:02 PM

In attendance: Paul Eldridge, Duncan McNeish, Mary Richardson, Colleen Nolan, Pam Coburn.

Others Present: Erin Apostolos (library director), Judy Hodges (assistant library director), Matthew Gunby (administrative assistant), Glenna Lee (alternate candidate)

Absent with Notice: Rhetta Colon, Ann Butler

Secretary's Report:

Approval of August minutes: Moved by Pam seconded by Paul. Motion passes.

Treasurer's Report:

- Receipt of Mackensen report by trustees.
- Approval of Report: Moved by Paul seconded by Mary. Motion passes.
- Mackensen was contacted with regard to receiving funds. Consideration of moving \$15,000 in equities into cash so that it could be more accessible.
- Budget for Architect: \$2500. Currently in excess of \$7000 and have not received blueprints. Will theoretically cost approximately \$2000 more to complete project.
- Building maintenance fund currently has \$15,000 in it.
- Only bid for gutter/drainage/masonry project came in at \$24,000.
- Motion to approve payment of the architect: Motion made by Pam seconded by Mary.
- All future payments will have to be passed by Board of Trustees.
- Duncan will contact Norm Larson to express the concerns of the Board of Trustees with regards to the gutter/masonry project.

Library Director's Report

Financial Update

Circulation and Events Update: high attendance of summer events for both those under the age of ten and those aged ten to eighteen.

Friends Update

Outreach Update

Building Maintenance Update

Master Plan Committee

Grant Update

PR Update

Meeting with Liz Rohdenburg: She has created a brochure and poster for the Read Local project.

Little Library Update

Paying the Architect

### **Old Business**

- Library Masonry/Gutter Project: Currently stalled due to rebid. September 24<sup>th</sup> closing date. Needs to be finished by mid-November.
- Erin will create a list of issues to discuss with the contractors.
- Letter of Understanding Update: Revised
- Letter of Understanding is now signed by all of the trustees and will be submitted to the town manager.
- Colleen and Erin met with the Select Board.
  - Library employees can either separate from town employees (library would have to use its own tax identification number) or will continue to have its employees considered town employees by the state.
  - Erin is meeting with Carla Horne, Select Board chair, tomorrow to interview her for a Politics and Networking class.
  - Erin, Duncan and Rhettta will form a subcommittee of the Board of Trustees and library to research and catalog responsibility issues the library and trustees would need to assume if the MPL separated from the town. Additionally, the subcommittee will attempt to determine costs related to assumption of those compliance and other duties by the Board of Trustees and library.

Master Plan Committee Report:

- Duncan moved to accept and approve Master Plan Report. Pam seconds. Motion passes.
- At Duncan's suggestion Erin adapted a written piece she prepared for her Political and Networking class and presented it to the Board of Trustees as a uniform guide to assist trustees and library staff in responding to community inquiries about the Master Plan process moving forward.
- Copies of the Master Plan Committee will be submitted to the Select Board for their consideration.
- Erin will create a press release and submit it to the Board of Trustees for consideration. This document will inform the community that there are copies of the Master Plan Committee Report available at the library for circulation.
- Tom Ladd, library consultant, has submitted to Erin an estimate of \$2500 for his projected work on the creation of a Library Building Plan. It will address community sentiments about remaining at the present library, given current and future library space, service and parking needs and projected associated costs.
- The next phase would involve hiring an architect to study Building Plan recommendations and associated costs, with particular focus on two options: the feasibility of remaining in the existing library structure/space, with adaptations, or the creation of a new library elsewhere in Meredith.
- Motion to have Tom Ladd create a building plan and meet with the Board of Trustees made by Pam. Seconded by Mary. Motion carries.
- Tom will also address considerations about possible separation from the town and present his findings and recommendations to the Board of Trustess.

#### Glenna Lee as alternate for Board of Trustees

Glenna Lee attended this evening's Board of Trustee's meeting and likely will attend additional meetings prior to the Board of Trustee's nomination as an alternate trustee.

#### New Business

## GMP Front Design

- Obtain an estimate from the contractor. What are the goals for this space and how can they be met?
- Duncan and Erin will reach out to Norm Larson and Chris Williams to see what the costs are for this project and if there is independent funding available for it.
- Design Committee Meeting, next Tuesday at 4:00, Erin will try to attend.

Holiday Schedule: tabled until next meeting.

Altrusa and Rotary: Erin has filed the paperwork to join Rotary. Judy has joined Altrusa. This is seen as valuable outreach to the community.

## Calendar Review of October

Meeting of the Budget Committee: Pam, Erin, Paul and Mary. Erin will try to set up a time.

## **Action Items:**

Duncan will call Norm to speak on topic of GMP and gutter project.

Erin will create a list of the issues with the architect's progress.

Rhetta, Duncan, and Erin will work on a committee to determine the costs of existing as a separate financial entity from the town.

Colleen and Pam will work on a personnel policy specifically for library staff.

One of the parking signs in the back of the building has become highly faded and needs to be addressed.

**Adjournment:** Meeting adjourned at 7:23 PM

Next Meeting October 14, 2014 at 6:00 PM