

TUES, May 31, 1960.

Special Meeting of the Meredith Library Trustees:

In the absence of the Secretary, minutes were taken by Mrs. Mary Robertson.

The following revised borrowing rules were adopted by unanimous vote:

1. Use of wallet card, without charges for:
 - a. Legal residents of Meredith.
 - b. Taxpayers in Meredith.
 - c. Students now in Meredith school system.
2. Use of wallet card, issued annually, with a charge of three dollars (\$3.00) to non-resident borrowers.
3. Use of present cards for transient borrowers, with a deposit of five dollars (\$5.00) required, of which \$2.00 will be refunded upon surrender of card and the return of all books charged thereon.

It was voted to authorize a full-time assistant to the librarian, at the rate of \$1.00 per hour, for the hours the Library is open.

It was voted to transfer the balance of the Cummings fund to the book fund.

(The above report was read and approved at the July 19th (1960) meeting).

TUES, July 19, 1960.

The third quarterly meeting of M. Library Trustees at Library 2:15pm.

Those present: John Beede, Carl Colby, Ralph Flather, Doris Maloney, Mary Robertson. The minutes of the special meeting held May 31 were approved as read. The meeting was called to order by chairman Beede at 2:25.

The Treasurer's report was read by J. Beede and approved. Total expenses \$3185.91, bal. on hand as of 7/19/60 \$2521.57.

Improvement: J. Beede reported on the water heater. Walter Foster said that the 30 gal. tank (off-peak) (electric) is more practical. Mr. Foster has not yet inspected the present arrangements. As to the water pipes, after the summer is over the M-Water Dept will renew old services (such as Lib.) at the time when Main St. is resurfaced. J. Beede will contact Mr. Foster again.

Maintenance: An application for post of janitor was received from Richard Kelley (ILHS student). Trustees agreed it better to hire a man who really would like job & J. Beede is to contact Mr. Kelley. Mrs. Robertson suggested that Mr. Dickinson (Hummiston School janitor) might be interested and Mr. Beede will ascertain. The rules for janitor duty were revised and copies of these were duplicated for Mr. Beede by the secretary.

The sale of discarded books was discussed. Display of these on library lawn was suggested to interest non-patrons. W.J. Brown was asked (tel.ccc) about including such books at the Church auction for % profits.

The librarian Mrs. Constance Ramsey mentioned the needs of ventilation such as new screens, and window adjustments, & also called attention to the sinking of a lib. corner. As a result of her request for a new desk & chair, such purchase was discussed and a motion by Mary Robertson (sec by D. Maloney) was carried to buy these, cost not to exceed \$200.00.

The librarian reported that many cards still need pulling, since the books as listed have been thrown

out. Mr. Beede authorized the librarian to have Mr. Kenneth Taylor look at the windows. At the suggestion of the librarian, the secretary wrote letters of thanks to the State Librarian, to Mr. Thomas (now town librarian of Rutland, Vt.), and to Mr. Barrett of the local Boy Scouts, all of whom had helped in the screening and sale of the older books in our collection.

Respectfully submitted,
Carl C. Colby, Sec.

TUES, October 18, 1960.

Meeting called to order at 1:25pm by Chairman John Beede, with all 6 members present. The minutes of the last meeting were read and approved.

The librarian's (C. Ramsey) report was heard at 1:40. The circulation 13,868 to date is 1800 ahead of last year, with juveniles accounting for 50%. Books added since January 1, 1960 = 592.

The Treasurer's (D. Maloney) report was heard: cash on hand 1/1/60: \$2152.17; Received \$4978.35; total receipts \$7130.52. Total Expenditures \$4872.63. Balance on hand 10/18/60: \$2257.89.

Expenditures: Librarian's Salary	1037.50	Asst. Librarian	498.00
Janitor	235.00	Books & Magazines	1643.24
New Equipment	323.62	Tel. & Electricity	178.56
Fuel	291.06	Supplies	142.97
Maintenance Bldg & Grounds	90.67	<u>Insurance</u>	<u>236.77</u>
Miscellaneous	196.73	Total	4872.63

Receipts (see next page)

Town	3500.00	Trust funds	922.29
Contributions	133.67	Books sold	138.67
Book Fines	206.76	Miscellaneous	77.00
Total receipts	\$4978.35		

A motion made by Mrs. Lincoln, to sell the remainder of books in the library cellar to Mr. White for \$5.00 if the boy scouts do not want them, was carried.

There was a discussion of building repairs. Ken Taylor has estimated the appr. cost of painting & repairing cracks upstairs as \$250.00. John Beede reported that light units for upstairs like those downstairs would cost \$400.00 incl. a switch at the wall panel beside desk, and a light over the clock and one at the clock (incl. rewiring). Plastic light edges in lieu of solid will save 40.00.

At the onset of budget discussion, the librarian spoke of her extra hours of work. One should figure acc. to State Librarian on 33 hrs. per week instead of 16 ½ (actual time Library is open).

The Board of Trustees made an estimate of the expenses necessary for carrying through the 2 months left in 1960. An estimate of \$600.00 was considered for structural repairs. Mrs. Lincoln moved that this money be applied to basic structural needs and to an adjustment of the librarian's salary. With increased circulation the library needs to be opened extra time. There was a long study of budget in order to find an extra retroactive amount for librarian.

John Beede reported ~~that~~ on automatic heaters to supply enough hot water. Mary Robertson moved (seconded by C.C.C.) that the salary of the librarian be increased \$25.00 per month retroactive to February 1, 1960, with the recommendation that the question of such salary be reconsidered at the January budget meeting. This was carried. It is the feeling of the trustees that a day assistant librarian be ~~dis-~~continued (correction strike out "dis") and that the night assistant be reimbursed by the librarian. Ch. Beede instructed the secretary to send out cards to all trustees with notification of time & place of next meeting, which was done on November 22, 1960, one week previous to "(the next meeting).

Respectfully submitted,
Carl C. Colby, Sec.

TUES, November 29, 1960.

(Special) meeting of Trustees was held at 1:30 in library.

In the absence of the regular secretary, notes were taken by Mary Robertson. The minutes of the last meeting (Oct. 18, 1960) were read and approved with one correction (as made above: "day assistant librarian be continued" etc.).

The Treasurer's printed report was reviewed which shows present balance of \$3037.42 with additional revenue of \$2000. due from Town.

Anticipated expenditures are \$2300.00. It was moved, seconded and so voted that the Trustees install a hot water heater, lavatory, slop sink, and repair the foundation, put in new lighting for and redecorate the second floor room, hall and stairway, at an estimated expense of \$1500.00

Respectfully submitted
Carl C. Colby, Sec'y.

January 17, 1961

The minutes of the last meeting were read and approved. The treasurer's report, as attached, was presented and approved.

The librarian's report follows:

Total circulation, 1960 –	18,317
Adult	9232
Juvenile	9085
Increase over 1959 – 1988	
New books added –	843
Adult fiction	187
Non fiction	134
Juv. Fiction	317
“ Non-fiction	205

743 cards were issued from 6/15/6[0?] to 12/31/60, on the new card system.

Preliminary work on the budget was done.

Mr. Flather was authorized to get estimates on installation of upstairs bathroom, including heat and installing slop[?] - sink.

Regular secretary absent (Florida Jan 2 – March 9).

January 31, 1961

At a special meeting the following budget was approved.

Librarian's Salary	\$1920
Assistance [Assistant]	1000
Janitor	400
Books & Magazines	2200
New Equipment	150
Telephone & Elec.	350
Fuel	500
Supplies	200
Improvements, Maintenance, Grounds	1500

Insurance	200
Miscellaneous	<u>200</u>
	\$8620

An appropriation of \$8000 will be requested.

Mr. Flather presented figures from J. H. Valliere, as per letter attached. Mr. Beede read an estimate on the same work from Northern Plumbing & Heating, proposal herewith.

It was decided to install the bathroom in the upstairs room and put the slop [?] sink in the old bathroom.

An estimate of \$150 for the carpentry was presented.

It was agreed that the librarian should have a two-weeks' vacation with pay.

Mary Robertson
Acting Sec.

TUES, March 21, 1961.

The Meredith Library Board of Trustees met this date at the library: Meeting opened at 11:05 with all 6 members present. The board welcomed 2 new members, Mrs. P.T. Reed and Reverend F. L. Cooper who replaced former members, Ralph Flather (APR 1946) and Mary K. Robertson (MAY 1949) both of whom have served long and faithfully.

The minutes of the last two meetings were read and approved.

The chairman John Beede read the 2 bids submitted on installation of new toilet facilities by the firms of R. Landry [for J. Valliere Co.] & White Mt. P & H Co. which differed slightly in the matters of price & manner of installation. The motion, made by F. L. Cooper and seconded by C. C. Colby, to accept the J. Valliere Co. proposal was passed unanimously.

Mr. Kenneth Taylor's proposal to ready the upstairs – room for the new installation was also unanimously accepted on a motion made by Mrs. Reed and seconded by Doris Maloney. (Approx. cost of \$100.00 - 150.00)

Chairman John Beede reports that the librarian, Mrs. Constance Ramsey, would like open house held or something special done in celebration of Nat'l Library week, here. Mrs. A. Lincoln detailed some suggestions for a silver tea to be given, with the aid of H.S. teenagers, and for invitations to be sent out to friends of the Library. The motion to hold such a tea with a tentative date of April 16 (SUN) from 3-5 was made by Mrs. Lincoln (seconded by Mrs. Reed) and passed. Chairman Beede then appointed these two ladies to assist the librarian and designated Doris Maloney as publicity chairman for the event.

After a brief discussion of a request submitted by the librarian concerning payment of social security and the withholding tax on salary, it was moved by Mrs. Lincoln, seconded by Rev. Cooper (and passed) that the Secretary write to the State Librarian Mrs. Mildred P. McKay of Concord for information.

The matter of cleaning of preparation for the tea was discussed, and a cleaning woman will be secured to supplement janitor.

Cards will be sent to Board members in advance of next April 18 meeting (10am).

(Between the March and April meetings, the Secretary obtained information requested by motion of Mrs. A. Lincoln. He also furnished on request of Mrs. Lincoln lists of former members of the Board of Trustees and Book Committee for last 20 years to whom were sent invitations to attend the Silver Tea held Ap. 16.)

April 18, 1961. Tuesday

Secretary absent, due to illness. Minutes to be copied in here later (space left)

M.P.L. Board Treasurer, Meredith, N.H.

69-0120193 002. = Identifying no. from S. S. board in Concord.

Use in all correspondence regarding social security.

May 16, 1961. TUES @10am,

The Trustees of The Meredith Public Library met at 10am on Tuesday May 16th in the Library. The reading of minutes of last meeting was omitted due to the absence of secretary.

The treasurer's report was received and approved (see attached sheet or copy below). Outstanding are \$52.00 for furnace repair and the bill for Ken Taylor's work not yet submitted.

The librarian reported an increase in circulation the past month of 868 books. She suggested that the library be kept open more days of the week, possibly Mon. through Fri. & open also Mon., Tues., and Wed. nights.

A motion was made by Mrs. Reed, seconded by Mrs. Lincoln and passed, that the library close on Friday nights and Saturday afternoons as of June 15 to after Sept 4. It was felt that the saving in summer hours might help finance additional hours in the fall, as there is no money provided in budget for increase in hours.

There followed a discussion of additional bookcases on the main floor, furnishings on second floor and the availability of money for these expenditures. Mr. Beede suggested we might approach the town for additional money, as the expected expenditure for Social Security will leave very little in the Building & Improvement Fund.

Mrs. Lincoln is to arrange a poster showing the proposed furnishings with their cost and suggesting contributions be made by those who patronize the library particularly summer residents.

Inquiry was made by the American Legion as to the ownership of the Memorial Rolls on the Library lawn, as the A. L. desires to repair the rolls. It was suggested that Ralph Flather might know their status.

The next meeting will be held on Tuesday July 18 (eighteenth) at 2pm. Cards are to be mailed to Trustees to remind them of the time and place.

Respectfully submitted,
Mrs. P. T. Reed, secretary pro-tem

(May 16,'61.) Copy of Treas Report Jan 1, 1961 to May 15, 1961 (incl)

RECEIPTS:

Cash on hand Jan 1	-----	2,486.48
Town	2,000.00	
Trust Funds	333.11	
Contributions	5.58	
Books Sold	12.38	
Book Fines	<u>83.00</u>	
		<u>2,434.07</u>
		4,920.55

EXPENDITURES:

Librarian's Salary	640.00
Ass't Librarian	322.50
JANITOR SERVICE	187.10

Books & Magazines	1095.48	
New Equipment	9.75	
Telephone + Electricity.	129.15	
Fuel	311.07	
Supplies	49.09	
Bldg.Improvements, Grounds Maintenance	861.48	
Insurance	197.07	
Miscellaneous Expenses	<u>134.00</u>	
		<u>3,936.69</u>
1961 Balance on hand May 15		983.86

TUES. July 18 1961

The Trustees of the Meredith Public Library met at 2:05pm on July 18 at the Library. All members present save Mrs. C.P. Reed who was on vacation.

The minutes of the last meeting (May 16) were read by the secretary and approved.

The Treasurer's report was heard, and printed copies were given all members of 1961 budget and of treasurer's report for January 1 to July 18 incl.

Rev. F. L. Cooper made a motion (Mrs. Lincoln seconding) that the treasurer be empowered to draw a check in the am't of \$28.80 for S.S. tax – C.S.Ramsey [?] quarter ending June 30, 1961. This motion was carried along with another motion (F.L.C. 2nd by Mrs. L.) to pay the 5 qtrs in arrears for C.R. when the Treasurer shall have sufficient funds. On Aug. 19, 1961 a check made by Treas. was forwarded by sec to the Concord office in the amount due of 114.45.

Chairman Beede called for the report of the Librarian Mrs. Ramsey which showed circulation of 11,670, an increase of 1956 bks over last year and 4000 over year 1959. The library added 517 books during the first 6 month period.

A discussion followed on the books made available to the students of ILS. The State Bookmobile brings them 275 books.

~~It was~~ Estimates submitted by Gunstock Nurseries for landscaping of ~~each~~ 3 sides of library were discussed at some length. The cost of 3 or 4 trees would be in the neighborhood of \$150.00. Southside plans [?] 140 to 160. North 170 to 200, and front 500 to 550. No decision was reached here.

It was moved (F.L.C.) and seconded (Mrs. A.L.) that an outstanding bill of \$75.00 for plans be paid to the Gunstock Nurseries.

There was a plea made by the librarian for reviewing the present rate of librarian and assistants' salaries. followed by a lengthy discussion of this matter. It was finally moved and seconded that Mrs. Watson and Mrs. McHugh be given a raise in salary amounting in all to 1.25 and 1.15 per hr commencing with the August check. Both had been receiving \$1.00 per hour.

Meeting was adjourned at 3:35pm.

Respectfully submitted
Carl C. Colby, secretary.

THURSDAY October 19, 1961 7:40 @MPL

The Meredith Public Library Trustees met on Thursday October 19 at the Library with all 6 members present.

Chairman J. Beede opened the meeting at 7:40, when the last meeting's minutes were read and approved. Cards sent all members one week before next meeting.

A mimeographed report on our finances to date was given each member by the Treasurer Miss Doris

Maloney A separate sheet itemized the miscellaneous amount of \$425.40. The report covered the period January 1, 1961 to October 19 incl. This was discussed together with an explanation of the budget.

The State meeting next week will be attended by the Treasurer Miss Doris Maloney & Mrs. C.P. Reed. The question of whether the Town of Meredith takes over anything left (not spent for our budget) was discussed; in finding the Town does this, we are impelled to watch our budget closely. It was raised \$1000.00 at last Town Meeting. It was moved [Mrs. A.L.] & seconded [C.C.C.] that the Treasurer's report be accepted.

Mr. Cooper inquired about the Church Reading List, to know if there is a special fund for purchasing such books. There is none such at present.

He ~~spoke~~ said there had been several requests from summer people who would like to have the library open in the morning.

The Librarian Mrs. Constance Ramsay submitted her report: the circulation to Oct 19 has been 18,828 (1st 6 mos 16828) as opposed to 13000 last yr same period. An estimated 22,000 was given for entire year (mostly juvenile). This represents a 40% increase due largely to the fact that the elementary schools are putting on a drive for more reading. There was a discussion pro & con of the reasons why the Bookmobile does not go directly to the High School. There was a division of sentiment here; the State Library is opposed to the idea, as it hurts our circulation. To overcome the lack of cooperation on the part of Interlakes High School, Mr. Cooper suggested that the Principal and representatives meet with the Trustees. That such an effort had been made was confirmed by what the Secretary found in the minutes for meeting of January 21, 1960 "It was voted to invite the Principal and interested teachers to meet with the trustees and librarian to talk over Library service to I.L.H.S".

The question of the date for our next meeting was discussed and a motion was made [Mrs. P.T. Reed] & seconded [F.L. Cooper] that we meet every other month, the next meeting to take place on 14 Dec. @ 7:30pm.

The Librarian reported that the schoolchildren of the Hummiston School have come as regular classes from 10-12 Mondays. The first graders come Wed. p.m. as a class. The project is still in the experimental stage but so far the lower grades are liking it.

As a result of dissatisfaction with ~~present~~ janitor service (presently termed ridiculous) Chairman John Beede will inquire into the prospect of better service. He will also call Ken Taylor in regard to some promised repairs.

There was a discussion of the offer of \$250.00 from Mrs. R. Clapp for furniture, if the Library can secure an equal amount. This furniture is needed for the upstairs reading room. A motion was made [Mrs. PT Reed] & seconded [Doris Maloney] that the Trustees make an effort to interest public minded citizens to donate to a Furniture Fund. Chairman Beede appointed Mrs. P.T. Reed as ch of such a Fund Drive to be effected by mimeographed letter signed by Trustees. Mrs. Reed requested all members of Trustees to comprise the committee. The Treasurer Doris Maloney offered to address and mail circular letters which will be drawn up jointly by Mrs. Reed & Mrs. Ramsey.

The meeting adjourned at 9:40.

Respectfully submitted
Carl C. Colby, Sec'y.

THURS December 14 [1961]

The Trustees of the Meredith Public Library met Thursday p.m. @ 7[8?]:30

Meeting called to order by Ch. Beede. Mrs. A. Lincoln was absent, Mr. Cooper arrived at 7:40.

Last meeting's minutes were read and approved.

Mrs. Constance Ramsey arrived at 7:45 in time to report on the current drive for funds to provide furniture for upstairs reading room. Over \$325.00 has come in to date, and Mrs. P.T. Reed put a notice

in News of this week that contributions are still acceptable and appreciated. This sum more than equals the sum promised by Mrs. R. Clapp, which assures us of a good start on the upstairs furnishings. The treasurer Doris Maloney reported and handed out mimeographed sheets containing the current budget & expenses (copy attached). This report was accepted by members. Mr. Cooper suggested a formal thank-you note to be sent each contributor and this was agreed upon. The report of the librarian was heard next; the Nov. circulation (2382) was up 482 over last year which shows that opening the Library Monday a.m. has proved a success. Mr. Kaffel of the public school system has been an enthusiastic supporter. Money and fines are coming in well. Mr. Beede has no report yet on janitor service, and the librarian stressed again the pressing need for this, [doubting?] that the 25.00 per month now paid is adequate. The present janitor Richard Watson is in Manchester during week & only available here on Sundays. The Trustees examined samples of carpeting submitted by Baker's and Chertok's and after discussion, ~~Mr~~ it was moved [F.L. Cooper] & seconded [Mrs. P.T. Reed] to accept the offer of M Chertok for installing 81 sq yds of all wool carpeting (Natural Sandalwood # 8006) unless the local furniture store (which will be sounded out on the matter) has a better offer. by [xxxberg?] Carpet Mills mixture of wool & nylon 749.25, all wool 749.25 finally accepted. It was voted to send a card signed by Ch. J Beede for the Trustees to Mrs. Norman Kelley of Meredith Center who was disturbed over the Library's refusal to renew an overdue book for her slow reading child (Elsie's Mother is Stella Mudgett), stating the rule of the Library which is printed on each book concerning such renewals. Chairman Beede read a letter from the Chairman of Better Libraries Committee (appointed by Gov. Powell) asking for our suggestions. He also urged the Trustees to read the pamphlet "a Study of Library Service in N.H." (by JP Ford and J.T. Holden) publ. June 1961 by the Gov't dept of N.H.U. as #10 in the Dept's Governmental Series. 49 pp plus Appendices & Charts Mrs. P.T. Reed reported briefly on the State meeting in Oct. and stated that the State Lib. is much opposed to the bookmobile going to any [school?] in the State in town having adequate Library The next meeting is set for January 11th) @ 7:30 at Library when the annual budget will be decided.

Respectfully submitted
CC Colby

Meetings in 1961 – Tues Jan 17

“ 31 Sp.

Mar 21

Silver Tea Ap.[16?]

Apr 18

Oct 19 th.

May 16

Dec 14 th

July 18

Jan 11 th

XX

Jan.11, '62 Thurs.

The Trustees of the Meredith Public Library met this date at the Library with all members present together with the Librarian. Cards re meeting had been sent out to all members by Sec'y. Chairman J. Beede opened the meeting at 7:45.

The minutes of last meeting were read and approved.

The treasurer, Doris Maloney, explained her report which was mimeographed on separate sheets, one to

each member (see attached copy - next page). The report was discussed and the consensus of opinion was that the library finances seem to be in good shape. This report was approved, accepted and put on this record following a motion by Rev. F. L. Cooper, seconded by Mrs. P.T. Reed.

Mrs. P.T. Reed gave a report on the impending purchase of furniture for the library upstairs reading-room and a discussion followed re finances available for this project. Includes \$300.00 offered by Mrs. Winifred Clapp and 488 received from Friends of the Library). The bids from 3 firms, incl. that of Meredith Furniture, were reread. The actual purchase is held up temporarily by consent of the Board, whose feeling is general of an obligation to go ahead with the project of carpeting, even though Mrs. Clapp's donation has not been received at this time. It was moved (F.L. Cooper), seconded and passed that letters re the acceptance of the lowest bid (that of Chertok's) be sent to Bakers and Meredith Furniture. These letters went forward Jan 12 (see copy attached) typed and mailed by Sec'y, also copy of budget made for J.B. to give Town.

N.B. sum of \$300 came in shortly after this meeting reported by librarian to budget of Treasurer.

Jan 11, 1962 cont.

Treasurer's Report

Meredith Public Library Treasurer's Report

January 1, 1961 to December 31, 1961, Inc.

XX

The next item under discussion was the 1962 Budget.

The librarian reviewing the needs and use of the library had a number of suggestions, stressing the urgent need of a dependable janitor service. [Names of Wayne Richards, Stephen Nedeau and Kelley].

Mr. Beede is going to make further inquiries into the possibilities here.

Mr. Thomas, formerly of the N. H. State Library, said that a library operating on an annual budget of \$10,000 should plan to pay a librarian with no special training \$50 or \$60 per wk. [M.P.L. circ. up 5000 bks over last yr.] Mrs. C Ramsey believes she should receive more than the assistants. She puts in an average of 33 hrs a week now and the assistants a total of 22 hrs. In view of the fact that a vote had been previously passed to raise the 2 assistants' salaries [now \$1400-\$1500], it was agreed to scan the budget for next yr. with regard to raising the Librarian's salary. This was done and a figure of 2400. (approx. 50. per wk) was agreed upon.

After an hour or so of deliberation it was moved (F.L. Cooper), seconded (Mrs. A. Lincoln) and passed that the operating budget for 1962 be \$9420.00. It was further moved by Mrs. A. Lincoln and seconded (Mrs. P.T. Reed) & passed to submit the amount of 8500.00 as the Town's share. The Chairman J.

Beede expressed the hope that the Trustees would all be present at Town Meeting Tues. Mar. 13 in full support of this raise of Budget over last yr.

The next meeting will be held at the library on Thursday evening March 8 at 7:30.

Respectfully submitted
CC Colby, sec'y

Jan 11, 1962

MEREDITH PUBLIC LIBRARY
MEREDITH, NEW HAMPSHIRE

1/12/62

At a meeting...

XX

Copy for records

Also letter sent to Mr. Baker and Meredith Furniture as follows:

Messers: at a meeting of the Meredith public library board of trustees last evening it was voted, after a careful consideration of all bids submitted re carpet installation at the library here, to accept the lowest

bid received, that of Chertok's furniture of Laconia.
January 12, 1962.

Yours truly
For the Board.
CCC, Sec'y.

March 8, 1962 Thurs.

The Trustees of the Meredith Public Library met this date at the Library 7:30pm with all new members present and also the Librarian and guest Mr. Robert Schaffer of the State S.S., Supervisor of Recoveries, who was here to explain the workings of the S.S. laws affecting our [am't?].

Other business was postponed in order to hear from Mr. Schaffer, so that he could return earlier to Concord. After a thorough explanation of our problems and a review of the situation, he held [?] that from now on it is our duty to report salaries of Librarian and Assistants and Janitor, but that in the case of recoveries, we are only liable for 2 former librarians, Mrs. Plancon and Mrs. Hamilton in the amounts of 177.00 for the former & 67.00 for latter. Their shares in this respect would amount to ½ each (88.50 Mrs. P.) (33.50 Mrs. H.). Mr. S. said if the town takes over S.S. matters, they will have to report all employees (back to 1955) who were working at library June 30, 1956 and since. It was moved (Mrs. A. Lincoln) & seconded (Rev. F.L. Cooper) & passed that the Board of Trustees appropriate the sum of \$238. or whatever exact amount is required for the retroactive S.S. taxes due State with the understanding that one half of this amt is owed by those employees covered. The two former librarians Mrs. P. and Mrs. S.T. will be contacted by members of the board before next meeting, to tell them of amt due & to secure S.S. numbers.

CCC on[?] Mrs. H. SS no. is 001-10-8938. Mrs. P. SS no. is 244-10-6608. Mrs. P.T. Reed
Our own S.S. number for all S.S. purposes is 69-0120193-002 and listed in name of Board Treasurer, M.P.L. Meredith, NH.

The board thanked Mr. Schaffer as he left at 9:10 p.m. & he thanked the Board for their continued cooperation.

After he left Mr. Beede called for reports.

The minutes of the last meeting were read by secretary and approved.

The treasurer Miss Doris Maloney gave each member of the Board a mimeographed copy of her report which was discussed and approved.

The chairman read a letter from P.K. Goode of State Library re dinner at Concord H'way Hotel April 11 @ 12 noon, for the celebration of National Library Wk, April 9 to 14 incl., speaker is 2 B James Michener.

The Librarian made a report & announced that a film will be shown by Mr. Hopkins "The Day the Bks went Blank" and this will be publicized. The Librarian would like to have the cooperation of the Trustees and the Friends of the Library to make the local celebration of Library Week a success. Rev. F.L. Cooper made a motion which was seconded and passed by the entire Board to express to the retiring chairman Mr. John Beede* its thankful appreciation of the twelve years of cheerful and devoted service

Respectfully submitted
Carl C. Colby Secretary

*(Mr. John Beede resigned from Board this date.

The term of Miss Doris Maloney (Treasurer) expired also this date).

March 20, 1962 ~~Thursday~~ Tuesday

The trustees of the Meredith Public Library met this date at the Library at 7:30 with Mr. Colby, Mrs. Lincoln, Mr. Montana, Mrs. Reed and the Librarian present.

Mrs. Lincoln was made chairman protem.

Minutes of the last meeting were read by secretary and approved.

Motion was made and seconded that ~~s.s.~~ retroactive s.s. taxes for librarians be paid in full by the library with no attempt to be made to collect from employees. We are now liable for social security on the librarian, asst librarians and janitors and payments for same are to be kept current.

C. C. Colby was nominated and elected unanimously as chairman of the Board with the understanding that he will be absent from Nov. 1962 for about six months.

The Secretary resigned upon election as president and Mrs. Reed was elected secretary. Motion was made and passed that Mr. Montana be appointed Treasurer protem. A change in by-laws to enable the librarian to become treasurer was discussed. It was decided that a Board member should be treasurer with the possibility of the Librarian as acting Treasurer.

Members were reminded of a luncheon meeting on Weds. April 11th at the Highway Motel in Concord with James Michener as speaker to celebrate National Library Week.

Mr. Hopkins of the State Library plans to show a film "The Day the Books went Blank" at the Library the evening of April 10th as part of Nat'l Library Week. It was decided to hold a reception for new and former trustees preceding the film with the general public invited. Invitations will be sent all former trustees and to principal and faculty of Meredith schools. Refreshments will be served with Mrs. Lincoln in charge of the table, Mrs. Reed of punch and refreshments such as cookies and cupcakes. The Girl Scouts will be asked if they wish to undertake this as a service project. Mr. Montana will be in charge of publicity and suggested a poster contest to be run through the school art dept. A bowl will be put out for contributions.

It was suggested by the librarian that the Library might be open another day of the week in the morning to take care of elementary and bus pupils as being open Monday morning has made a long day for the Library staff. The Librarian will consult with the elementary school principal and report on this at the next meeting.

The next meeting was set for either Mon. March 26th or Thursday March 29th, depending on when our new trustee, Miss Arnold, could be present.

Meeting was adjourned at 9:50.

Respectfully submitted
Pat Reed. ~~Mer~~ Secretary

March 29th, 1962. Thurs.

The trustees of the Meredith Public Library met this date at the library at 7:30 with all members and the librarian present.

Minutes of the last meeting were read and approved.

Treasurer protem reported a payment of \$244.00 for back social security. \$7.50 to Meredith Water Dept, \$30 to Mrs. Ramsey, leaving a balance of \$1,367.66 with an Eaton & Howard check of \$50.66 to be deposited bringing balance to \$1,417.65.

Past librarians will be notified that their share of back social security will be paid by the Library.

Motion was made by Mr. Cooper, seconded by Mr. Montana and passed that Miss Arnold be Board Treasurer.

Open House and showing of film during National Library Week on Tues. April 10th at 7:30 was discussed. Girl Scouts will supply refreshments, film to be shown upstairs followed by presentation of art award. Poster contest will end April 5th and posters will be distributed around town.

Motion was made by Mrs. Lincoln, seconded by Mr. Cooper and passed that the library floors be sanded and polished by Diversified Cleaners on April 3rd at a cost of \$25.

Mrs. Lincoln offered to give flowers for table for open house.

Clock in the tower is to be serviced for a cost of \$35.

Librarian gave report of increased circulation, 6135 for the first three months of 1962, as against 5700 in 1961, 5100 in '60 and 3100 in 1959 for the same period. The librarian asked that the library be open Tuesday morning instead of Monday and also open on Tuesday afternoon, increasing total library weekly hours by three, making 21 ½ hours weekly. Motion on this was made and passed.

There was a discussion on the furnishing of the upstairs room with the suggestion of making an annual fall fund appeal. It was suggested that "The Close Shave" be shown this summer as a fund-raising project.

The possibility of establishing a Friends of the Library group was suggested.

Meeting adjourned 9:30.

Respectfully submitted
Pat Reed, Secretary

May 24, 1962. Thurs.

The trustees of the Meredith Public Library met this date at the library with all members except Mr. Cooper present.

Minutes of the last meeting were read and approved.

The treasurer Miss Arnold presented a financial statement for April and May showing a current balance of \$1993.03.

The treasurer suggested the assistant librarians be put on a monthly salary rather than an hourly wage.

Mrs. Lincoln made a motion that a study on their hours and wages be made for a calendar year starting September '61 and that a decision on this wait until fall. Motion was seconded and passed. Miss

Arnold moved that Mrs. Watson receive a week's vacation with pay. Motion was seconded and passed.

Mr. Montana reported the Poster contest in connection with Library week a success with Stephen Cochran winner of the first prize, James Robertson second and Edward Shanon third.

Approximately 50 people attended the Open House and showing of the film on April 10th.

Contributions of \$15.50 were received.

Formation of a Friends of the Library was discussed. The secretary is to write Mrs. Mildred McKay at the State Library for information on types of organizations, activities, methods of initiating.

As Mrs. Lincoln will be resigning as a trustee of the library due to her departure from Meredith it was suggested that Mr. Robert Bacon be asked to take the interim appointment. Mr. Montana is to report on this at the next meeting which will be held Thursday June 21st at 7:30pm.

Furnishings for the upstairs room were discussed. Mrs. Ramsey expects a representative from one of the companies within the next two weeks and will write others in an attempt to arrive at a plan for furnishing this room. It is hoped the plan might be presented in stages which could be done over a period of several years. Mr. Montana suggested Mr. Flather be asked to sketch the plans so that we could present to the public an idea of what we hope to accomplish. Mr. Montana will present plans at the next meeting on a showing of "The Close Shave" sometime this summer to benefit the fund for these furnishings.

Wayne Richards has resigned as janitor and Charles Thorndike jr. is to fill the vacancy.

Meeting was adjourned at 10pm.

Respectfully submitted
Pat Reed, secretary

June 28, 1962. Thurs.

The trustees of the Meredith Public Library met this date at the library with all members except Mr. Cooper present. Mr. Bacon who is to be appointed to take Mrs. Lincoln's place when she resigns was also present.

The minutes of the previous meeting were read and approved.

The treasurer reported a balance of \$1,033.26. It was voted that Mr. Montana arrange to purchase a new mower for the library as the present one is unsafe to use. Mr. Colby is to dispose of the old one. It was decided that there should be a regular item for mechanical equipment and improvements to the library and this item should be included in our annual budget.

The librarian reported a 6 months circulation of 11,981 as against 11,147 in 1961. She reported that 367 had been shelved during the first six months and that she had prepared a summer reading list for the elementary school of over 300 titles.

The summer library hours are 2-5, 7-8:30 Mon, Weds; 10-12, 2-5 Tuesday; 2-5 Friday.

Motion was made and passed for purchase of a new Kenmore vacuum & filters.

A discussion of a Friends of the Library group in Meredith followed with a list of possible interested people compiled (see attached sheet). The formation, purpose and organization of such a group was discussed. It was felt such a group should be a liaison between the community and the library and trustees and might cover such things as book fairs, story hours, films, book swap, publicity including a listing of new library books.

Mr. Montana reported on his plans for a fund-raising showing of the film "The Close Shave" which would be part of an Old Home Town Nite at his farm & would include the movie, a parade, band, refreshments for \$1.50 donation. He will report further on this at the next meeting but the tentative date for Old Home Town Nite is August 21st with an alternate August 22nd in case of rain. It was felt that at this time we might promote a Friends of the Library group.

The next meeting will be Thursday, July 26th at 7:30 at the library.

Respectfully submitted

Pat Reed

August 16, 1962. Thurs.

The trustees of the Meredith Public Library met this date at the library with all members present except Mr. Cooper.

Minutes of the last meeting were read and approved.

The Treasurer reported a balance of \$2156.32. The treasurer pointed out that book buying is running ahead of budget. She also asked when the books were audited and Mr. Colby volunteered to find out. Mr. Colby read a letter of resignation from Mrs. Lincoln effective August 15th. Motion was made and passed that the resignation be accepted with regret and a motion made to express appreciation of the board for her many years of service and contribution to the board.

Mr. Colby read a letter from Mrs. Ramsey who was not present. She reported a July circulation of 2161 which is 392 over July '61 circulation. She also said she had received complaints that the library hours were too short. She reported a window leaking and suggested the building might need pointing. This will be checked by a friend of Mr. Colby's who will also check the gutters and give an estimate of possible repair costs.

Mrs. Lincoln suggested that we should budget on a long-term basis for expensive maintenance, equipment and capital improvement items. Due to limits in town financial structure it is not possible to save money from year to year for this as budgeted money must be spent in that year.

Motion was made and passed that Mr. Bacon be appointed as trustee to fill Mrs. Lincoln's unexpired term and the minutes of the last meeting were corrected.

Furniture for the reading room upstairs was discussed with a suggestion that other firms be contacted and other sources looked into such as school supply houses. Mr. Bacon is to consult Mrs. Barbara Cotton of the Laconia library as they have just furnished a similar room. It was suggested that a type of furniture different from that used on the main floor but of good quality, functional and lasting might be investigated. Mr. Bacon offered to look into this and to bring catalogues. Mr. Colby offered to consult

Mr. Heffernan in this respect. It was suggested that we plan the room as we would like to have it and work on the plan in stages, possibly using a Friends of the Library group to take this on as a specific objective. It was pointed out that the money budgeted must be received from the town before the end of 1962.

Mr. Montana reported on his plans for a benefit showing of "The Close Shave" to be held Saturday, September 22nd at Interlakes Gym. He outlined the program on which Mr. Heald, head of the music dept. of the school is cooperating. It will include several band and novelty numbers as well as the movie. Refreshments will be sold at tables arranged cabaret style on the floor. Mrs. Reed will be in charge of refreshments and those serving them whom ~~with~~ it is hoped will become part of a nucleus group for Friends of the Library. Mr. Bacon will be in charge of tickets with Mr. Flather doing a seating plan for the gym. Tickets will be \$1.50 or \$6 a table and a bleacher price of 75c. Tickets will be sold in several stores in town with Mr. Bacon in charge of distribution. Publicity will be carried on the radio, in the News and Citizen and in a display in Allen's barbershop.

The next meeting of the trustees will be held Thursday, Sept 13th at 7:30pm.

Respectfully submitted
Pat Reed, secretary

September 13, 1962.

The trustees of the Meredith Public Library met this date at the library with all members present.

Mr. Bacon reported on his decision of furniture for the reading room with Barbara Cotton of the Laconia Library and brought several catalogues of library furniture. A tentative list of furniture needed was made and Mr. Bacon was to contact the Remington Rand representative as to price.

Minutes of the last meeting were read and approved.

As this was not a regular meeting there was no Treasurer's report.

Mr. Montana reported on the "Frolics of the 20's" to be given September 22nd at 8pm at the Interlakes Gym. Mr. Colby is in charge of ticket sales and reported 24 tables sold. Mr. Montana outlined the program, publicity and details for the show. Miss Arnold presented her ideas on promoting a Friends of the Library group at this time and discussed the talk she will make at the show. She will have membership cards printed, available after the show to anyone interested. This will be followed up by a letter to be sent to those attending the show who do not join that evening. Mrs. Reed will be in charge of sending out these letters and putting contributions received into a separate savings account. It was decided that the trustees would not start this fund with a personal contribution.

Mr. Cooper stated that he felt unable to evening meetings and for this reason he should perhaps resign [from] the board.

Mr. Colby reported that the man who was to check the gutters and pointing on building had been unable to do so as yet but that he hoped to have a report at the next meeting.

He also stated that the books are audited yearly.

Mrs. Reed suggested the possibility of a slot in the front door for return of books and an estimate on cost will be secured.

The money from the show is to be put in the furniture account to be combined at a future date with general library funds.

Next meeting will be Thursday, Oct 25th at 7:30pm.

Respectfully submitted
Pat Reed, secretary.

Tuesday, October 23rd, 1962.

The trustees of the Meredith Public Library met this date at 7:30 with all members present except Mr.

Cooper.

The minutes of the last meeting were read and approved.

The Treasurer reported a balance on hand of \$3055.15. Miss Arnold agreed to present a tentative budget for the next meeting. It was decided that meetings will be held every two months with the next one to be Thursday, Jan. 3rd, to avoid the holiday season.

A report was made on Friends of the Library group. To date \$56 has been received and 52 people have become members. A tentative date of Nov. 20th was set for a meeting of the group at the library with Miss Arnold and Mrs. Ramsey to be present. Trustees & members will be notified by card and a notice put in the News. Ideas are to be presented to the group on which they might wish to take action, such as a children's story hour, service to shut-ins and nursing homes, record or film library, book fair, additions to the reading room. It was noted that any action of the Friends group should have the consent of the trustees.

The librarian reported a Sept. circulation of 1507 this year as compared with 1404 a year ago. She reported several gift books including a series presented by Mrs. Burns. Mr. Montana will write publicity for the News on them.

The Frolics show in Sept. netted about \$400. A vote of thanks was given Mr. Montana, Mr. Bacon & all those who helped make it such a success.

Mr. Philip Swett submitted estimate on a slot in the door for return of books, \$100 for aluminum, \$150 for bronze, plus installation and he suggested we use one of wood with a spring hinge and felt weather-stripping which could be installed for \$40-\$50. The matter was tabled until a further meeting.

Mr. Colby reported that the building does not need pointing at this time and will see that the flashing is checked and repaired. He also will secure a storm combination window from Prescotts for the office window.

Mr. Bacon made a report on furniture for the reading room. Mr. [Durgan?] of Remington Rand, together with Mr. Bacon & Mrs. Ramsey inspected the room and presented a plan for us to adopt at this time including two leather chairs with arms, 2 study carrels with chairs, 1 round table with four chairs, one end table and two single bookcases with backs for a total of \$1359. Motion was made by Mr. Montana & seconded by Miss Arnold that we accept this plan. Mr. Bacon is to place the order with Mr [Durgan?] and we expect delivery in 2-4 months.

Mr. Montana showed the sign lettered for the front of the library by Mr. Fortin. Mr. Montana will re-do the lettering and submit Mr. Fortin's bill.

Meeting was adjourned at 9:30.

Respectfully submitted
Pat Reed

Minutes of the Library meeting.

~~Thursday~~, Jan 3rd 1963.

The trustees of the Meredith Public Library met this date with all members present except Mr. ~~Colby~~ ~~Cooper~~ Colby.

Mr. Bacon was unanimously elected chairman pro-tem.

The minutes of the last meeting were read and approved.

The treasurer supplied all members with a report on the final quarter, the entire year, and budget figures for 1962 showing expenditures ran about as budgeted. *The treasurer and Mr. Bacon were to submit the budget to the town office and to attempt to get the remaining \$500 for 1962. Following a lengthy discussion of the 1963 budget Mr. Cooper moved and Mr. Montana seconded a total budget for '63 of \$10,500 of which \$9,500 will be requested from the town.

As the flashing on the building suffered damage during the storm, Mr. Montana will ask Mr. Robert Roux to check and repair.

The plaques on the sign in front of the library were donated by Mr. Montana.

Mrs. Ramsey reported that 821 books were added in 1962 including the Collier Encyclopedia. 279 books were discarded. Circulation in 1962 was 23,855 (14,043 juvenile, 9,558 adult) 22,824 in 1961. Next meeting was tentatively set for April 11th.

Friends of the Library plan a January meeting to organize the group if there is sufficient interest.

Meeting was adjourned at 9:30.

Respectfully submitted
Pat Reed, secty.

April 11th, 1963.

An informal meeting of trustees present, Miss Arnold, Mr. Lawton, Mrs. Reed, was held with Mrs. Ramsey. There being no quorum present, no business could be transacted.

Mr. Lawton was welcomed to the board.

Mrs. Ramsey stated that she planned to resign and was persuaded to stay until August 1st unless a replacement is found sooner. It is hoped that whoever replaces Mrs. Ramsey can work with her for at least two weeks.

The trustees present discussed possibilities of finding a new librarian and it was decided as a first step that Mrs. Reed would talk with Mr. Allen of the State Library and that UNH and Simmons School of Library Science should be contacted. Mrs. Ramsey suggested that the librarian's job should be full time with an appropriate salary and that the library hours be extended. It was felt that neither the salary or the hours make the job attractive to many people.

Miss Arnold discussed budget figures. \$9,000 was appropriated in the town budget which was \$500 less than originally requested as this amount was left from 1962 budget. \$1359 was spent for furniture for the reading room, \$1000 from town funds, the remainder from the special furniture fund. Mrs. Ramsey requested that we purchase \$960 worth of furniture with the \$1000 in the 1963 budget allotted to new equipment and that the rest of the special fund (some \$200) be spent on lights etc. to really complete the room. Miss Arnold felt this appropriation for new equipment was to also cover building maintenance. A decision on this is to be reached by the board as a whole at the next meeting.

The next meeting was set tentatively for April 18th.

Respectfully submitted
Pat Reed, secretary.

April 18th, 1963.

The trustees of the Meredith Public Library met this date with all members present except Mr. Colby. Mr. Montana was elected chairman pro-tem.

The minutes of the previous meeting were read and approved.

The treasurer reported a balance on hand of \$2618.05 and stated that the auditors had approved last year's books. She told of her meeting with Mr. Scribner to discuss the '63 budget at which time he mentioned our large balance of \$3700, + the fact that we had \$500 coming from '62 budget and asked that our budget be set at \$9,000 from the town rather than \$9,500 as we had requested. Miss Arnold explained that the large balance represented an unpaid furniture bill of \$1359 and most of the rest would be used on routine budgeted expenses between Jan 1st and the passage of the budget in March. She suggested to him that we might need more money for building maintenance and he said that if and when we might, and had a bona-fide contract for work to be done, we should bring the request to the town and possibly funds could be found for this purpose. The \$1000 new equipment item in the budget was discussed with various recollections by board members as to whether they had meant this to be specifically earmarked for reading room furniture. There being no consensus of opinion on this question it was decided to reopen discussion of the question. Miss Arnold suggested that funds from

the special savings account belonged in the general fund and should be spent first for the reading room. There was some discussion on this point. Mr. Cooper suggested that we discuss the purchase of specific furniture items. It was decided that the purchase of the furniture suggested by Mrs. Ramsey and Mr. Bacon was necessary to make the room usable as a reference room. Without sufficient seating and study capacity and without sufficient shelving for most [references] materials to be moved up it was felt that the room was of little practical use. Mr. Cooper moved, Mrs. Reed seconded, a motion to purchase this additional furniture, in the amount of \$960.75, for this purpose (see attached list of items ordered).

Miss Arnold moved that the special savings fund be put in the general account to be spent for this furniture. There was no second and the motion was killed.

Mrs. Ramsey said that Mrs. Robertson and the Friends of the Library are going to help with a coffee on April 23rd for National Library Week. Mrs. Reed is to find out from Mrs. Robertson if there are any plans to activate the group.

Mr. Montana said that the Village Players ~~would~~ might be willing to put on a show in the fall for the benefit of the library.

A replacement for Mrs. Ramsey who is resigning was discussed.

Miss Arnold moved and was seconded that we send a note to Mrs. Watson if she cared to apply for the job and if so would she submit an application which we might consider.

Miss Arnold moved that we run a display ad in the Meredith News and classified ads in the Laconia Citizen, Manchester Union and Sunday News between now and our next meeting in May. Mr. Lawton seconded the motion. The ad is to read "Librarian's position available in Meredith Public Library. Applicants write Box 502, Meredith."

Mrs. Reed reported on her meeting with Mr. Allen of the State Library (notes attached).

The next meeting was set for May 23rd at 7:30.

Meeting was adjourned at 10:15.

Respectfully submitted
Pat Reed, secretary.

May 23rd, 1963.

The trustees met at the library this date with all members present.

The minutes of the last meeting were read and were corrected.

The treasurer reported a balance of \$1563.08. Miss Arnold pointed out that \$1350 had already been spent this year on books. Mrs. Ramsey said that she had bought heavily in reference works as there will be a lag in book buying due to a change in librarians. It was agreed that there should be sufficient book money left for September through the end of the year.

Letters from applicants for the position of librarian were read. It was moved by Miss Arnold, seconded by Mr. Cooper that the board consider, at this time, Mrs. Sloane, Mrs. Hughes, Mrs. Watson and Mrs. Colby.

A letter from Mrs. Ramsey on the needs of the library was read by Mr. Colby.

In interviewing applicants, it was decided that the following points be covered:

1. There will be 6 months probation period.
2. \$2600 salary – with a working out of future salary scale, pay raises, and divisions of labor as the new librarian becomes accustomed to the library and the job.
3. 2 weeks vacation per year.
4. Work week to average 35 hours.
5. 1 week sick leave, anything over that will be with the special consideration of board.
6. Unless certified librarian, new librarian to attend either UNH or PTC depending on recommendation of State Library.

A committee including Miss Arnold, Mr. Lawton and Mrs. Reed was appointed to interview applicants at the library on either Mon. June 3rd or Tuesday the 4th from 5-7pm with a full board meeting to follow at Miss Arnold's at 8:30.

Mrs. Ramsey reported a delay in the furniture delivery as the company is unable to duplicate the present table.

Mrs. Reed reported that Mrs. Robertson hopes to organize the Friends group at an early date. The janitor is to scrape and paint the cellar windows.

Meeting adjourned at 10:05.

Respectfully submitted
Pat Reed, secretary.

June 3rd, 1963.

The board of trustees met at Miss Arnold's home with all members present.

Carl Colby is to secure estimates from Ken Taylor on opening the upstairs windows and putting louvers in the attic.

Miss Arnold, Mr. Lawton and Mrs. Reed reported on their interviews this afternoon with applicants for the job of librarian: Mrs. Watson, Mrs. Colby, Mrs. Sloane and Mrs. Hughes. After a lengthy discussion of all applicants, Mr. Cooper moved that the board appoint Mrs. Watson librarian and Mrs. Colby assistant librarian for a 6 month's trial period. Miss Arnold seconded & the motion was passed. Mrs. Reed is to write both women and to inform the board of their replies, at which time the board shall take action. The new librarians are to start July 1st - Mrs. Watson at an annual salary of \$2600, two weeks paid vacation. Mrs. Colby at \$1.25 an hour, hours to be determined in conjunction with the board and librarian. It was decided that the librarian be asked by postcard to attend board meetings at the discretion of the board.

Mrs. Colby is to have library keys made for each member.

Miss Arnold suggested that the board or a part thereof set up policies for the library.

Mr. Montana was appointed to frame a library policy which will be discussed and changed, if desired, at the next meeting.

The next meeting is to be the annual meeting at which time officers will be elected and the by-laws read and discussed.

A separate book will be established for the by-laws, for amendments thereto and for recording all important policy decisions made at board meetings.

Bob Montana is to do the publicity, including pictures and write-ups, on the new librarians.

Mrs. Watson and Mrs. Colby are to be asked to do a weekly or monthly library column for the News.

The next regular meeting to be Thursday, July 11th.

Respectfully submitted
Pat Reed, secretary.

June 11th.

The board met this date with all members present except Mr. Cooper.

Letters were read from Mrs. Watson and Mrs. Colby accepting positions of librarian and ass't librarian respectively.

Mr. Colby read a letter received from Mrs. Ramsey in which she stated she had not been informed of her successor and resigning as of August 15th which period would include two weeks paid vacation.

Miss Arnold moved that Mrs. Watson be appointed librarian to start July 1st and that Mrs. Ramsey's resignation be accepted as of the 15th of July, realizing that the first 2 weeks of July are her paid annual vacation. Mr. Lawton seconded & the motion passed.

Mrs. Watson met with the board. In discussion with her it was decided that the ass't librarian be answerable to the librarian who is responsible to the board, that Mrs. McHugh be asked to continue her present duties, that the librarian will draw up a list of day-to-day operating policies to be discussed & approved by the board, and likewise a list of duties of the librarian and assistant. She asked that cards with library policy rules be printed for distribution and that she have authority to initiate new plans and services, at no additional cost, within the library. The board gave approval to her suggestions.

Mrs. Watson indicated her interest in attending UNH and hoped that the board might be able to pay tuition & traveling expenses. She also suggested a meeting in the fall of librarians, possibly trustees and high school personnel to work out a better liason between the library and high school.

Secretary is to look up past discussion and decisions on the Bookmobile going to the High School. It was mutually decided that the librarian would be informed of board meetings at which the board would like her attendance and report.

Mrs. Colby then met with Mrs. Watson and the board. She asked if the librarians could subscribe to Blue Cross through the town, as a member of a group. This is to be checked with Mr. Scribner.

Mr. Montana then took pictures of the new librarians.

The board continued their meeting.

The secretary was requested to look into the availability of scholarship for UNH summer school.

Mr. Colby reported on his meeting with Ken Taylor. Mr. Taylor submitted a bid on a screen for the back downstairs window, inspection of all windows, the hinging and screening of 3 upstairs windows, for \$223. He also submitted an estimate of \$200 for installation of a 3-speed fan between the 2 inside upstairs windows of \$200. Mr. Montana moved that Mr. Colby secure a competitive bid from Bob Roux ~~and~~ on this work and that Mr. Colby be authorized to proceed with this work after contacting a majority of board members. Motion seconded by Miss. Arnold & passed.

A motion was made by ~~Miss Arnold~~ Mr. Lawton that a letter be written to Mrs. McHugh asking her to continue her present duties and raising her pay from \$1.15 to \$1.25 an hour. Motion seconded by Mrs. Reed and passed.

Motion was made by Mrs. Reed that the board pay Mrs. Watson's tuition and traveling expenses in the total amount of \$130, unless a scholarship is secured. Mr. Lawton seconded & the motion was passed. Meeting adjourned at 10:05.

Respectfully submitted
Pat Reed, secretary.

September 5th, 1963.

The board of trustees met this date with all members present except Mr. Cooper and Miss Arnold.

Mrs. Watson reported on her application for the Dorothy Canfield Fisher award of the Book of the Month Club, requested the library purchase a second hand adding machine for \$85, reported that Mrs. Greatorex is being trained and filling in for Mrs. Colby who is away, with the thought that Mrs. Greatorex will become a trained assistant in the library when a substitute is needed.

Mrs. Watson reported a circulation for July of 2161 (2143 in '62) and for August of 2024 (1929 in '62). She also reported new book acquisition for July & August of 58 adult fiction, 88 adult non-fiction, 44 juvenile fiction, 49 juvenile non-fiction for a grand total of 239 books. With the purchase of these books plus \$150 more on order, the book budget for '63 has been greatly depleted. Mrs. Watson suggested a request to the town for additional funds for this purpose. She also asked that the cabinet with historical material upstairs have the contents removed to a safer place, and pointed that the honor rolls in front of the library were in need of paint. She suggested a meeting with herself and one of the trustees with the high school in an effort to achieve better cooperation between the two.

Following Mrs. Watson's report the minutes of the last meeting were read & approved.

The treasurer's report was given due to Miss Arnold's absence. **

** Mr. Lawton is to write a letter from the board to complete our application for the Dorothy Canfield Fisher award.

The board decided that at this time we had no money for the purchase of an adding machine and questioned the necessity for one. It will be considered for the annual budget and if it is included local bids will be secured.

Mr. Colby is to remove the contents in the cabinet upstairs and store in a safe place.

He will also check our maintenance of the honor rolls with the Legion and VFW.

Mrs. Reed will accompany Mrs. Watson to a possible meeting with high school representatives at which time it is hoped the views of the high school personnel will be expressed and returned to the board for their consideration.

Letters from Mrs. Ramsey and Mrs. Hughes were read.

Mr. Colby submitted a letter of resignation.

Mr. Colby reported Bob Roux had not yet submitted a bid on the work upstairs. It was decided to also ask Jack Robertson for an estimate on this work but to defer any action until the annual budget meeting. Mr. Robertson is to submit a bid on a hand-railing on the stairway to the reading room and is also to check the rain leak in window.

Letters from Mrs. Ramsey to the board and to Miss Arnold in reference to her salary payment were forwarded to Miss Arnold.

The special savings account book was also forwarded to Miss Arnold.

In view of book expenditures already made this year a letter is to be sent to Mrs. Watson from the board stating that there can be no book purchases until further notice.

As this was the annual meeting of the board the following officers were nominated: Mr. Lawton chairman, Mrs. Reed secretary, Miss Arnold treasurer. Secretary cast a unanimous ballot and the slate was elected as proposed.

Mr. Montana, at the board's request, is to ask Mr. Bacon to fill Mr. Colby's unexpired term of office if his resignation is accepted by the board.

Mr. Colby reported his discussion with the town manager in regard to the curbing displaced by L.M. Pike in their construction of the new sidewalk. The town manager said that Pike felt it was impossible to rectify with the work completed on the sidewalk. The town manager suggested a hand railing might be installed on the west side of the front walk and it was decided to include this in the 1964 budget. The question of liability coverage by the library was raised. Mrs. Reed is to check with the insurance office to determine coverage.

Mr. Montana is to work with Mrs. Watson on her request for printing cards with library policy to be distributed to patrons.

Mrs. Reed is to look up past discussions on the Bookmobile going to the high school and report.

A copy of present by-laws will be sent to Miss Arnold who will work on their revision.

Mr. Montana's report on library policy was deferred to a later meeting.

The board accepted with regret the resignation of Carl Colby as member of the board.

The next meeting was set for Thursday, Oct 3rd at 7:30 at the library.

Respectfully submitted
Pat Reed

October 3, 1963

The board of trustees of the Meredith Public Library met this date with all members present.

Mrs. Watson gave the librarian's report with circulation figures for Sept of 1962 (1507 in '62), a report on two meetings which she attended and several other items which she wished brought to the attention of the trustees.

Miss Arnold presented the treasurer's report including a total of money spent for first nine months of '63. Our balance as of 9/30/63 was \$2574.92 with \$2000 more to come from the town in '63, \$234 in a

special fund account, and approximately \$400 more to be received from investments, giving an approximate amount of \$5200 on which the library must operate through March of '64. Not shown in these figures was approximately \$350 due in outstanding bills for books and magazines. Miss Arnold asked for and was given permission to transfer funds from the special fund to our regular checking acct. Minutes of the last meeting were read. A correction was made as there had been a treasurer's report submitted by Miss Arnold showing a balance as of 8/29/63 of \$591.73.

Mr. Montana reported that Mr. Bacon will be unable to fill Mr. Colby's unexpired term on the board as Mr. Bacon expects to leave Meredith. Suggestions for a replacement were made including Mrs. Ramsey, Mrs. Refuse [?], Mrs. Whipple. Members are to bring further suggestions to the next meeting. Miss Arnold suggested that the Leavitt papers which are now stored in boxes might be of historical value. Mrs. Reed is to make an inquiry of the State Library as to their evaluating the collection and having it put in the proper place for display and preservation.

Mr. Lawton read a letter from Mrs. Ramsey asking that she receive 2 weeks sick leave pay she felt due her as her accident of June 27th had occurred while she was employed by the library. It was the feeling of the board that no money was due her for this period as she had received vacation pay for the period of July 1st-16th in accordance with a letter sent to her by the trustees in June. Motion was made and passed that she be so informed in a letter from Mr. Lawton.

The board authorized Mrs. Watson to attend the N.H.L.A. meeting at Durham Oct 15th and to pay her expenses.

Mrs. Reed reported on a meeting attended with Mrs. Watson on our entering the Cooperative District which includes Bristol, Tilton, Franklin, Canterbury & Belmont for the purpose of buying books through the state library at a greater discount (36% instead of 30%, all postage paid) and for giving Mrs. Watson access to bi-monthly district meetings at which new books are displayed & discussed. It was decided that the expenses to the library would be offset by the savings on books and moved & passed that Meredith enter this cooperative district.

Mrs. Watson reported that Mrs. Greatorex is being paid \$1.25 an hour. It was felt by the board that we should have been consulted on this decision and this will be brought to the attention of the librarian.

Mrs. Watson asked if the board wished to help to help dispose of old books in the cellar. It was decided that Mrs. Watson should again contact the man who wished to buy them. The possibility of the Friends group running a sale with these and other books was discussed. Mr. Lawton is to talk with Mrs. Corrigan in regard to the interest of this group in supplementing our book budget with a possible "out-grown" sale to be held with them in November. He also will express the trustee's interest in a meeting with this group.

Mr. Montana asked whether the board were interested in a show being put on to benefit the library. The board felt this would be of great benefit to the library. Mr. Montana is to report on a possible joint Library-Band show possibly utilizing the Friends group.

Mr. Lawton will see that the furnace is cleaned & checked by Northern heating.

It was reported that Carl Colby will give a prime coat to the honor rolls in front of the library.

As ILHS has not yet responded to Mrs. Watson's request for a joint meeting, the school board is to be asked to urge the high school to participate in such a meeting. Any discussion on the Bookmobile going to the high school will be deferred until after this meeting.

Mr. Montana is to work with Mrs. Watson on cards with library policy, for which the Meredith Banks will pay, and bring the proposed card to the board for approval.

Mr. Lawton is to cancel our order with Mr. Durgin for shelving for the upstairs room if possible.

The Bill of Rights which Mrs. Watson suggested the board adopt as policy will be considered at the next meeting. Copies of it are to be made and sent members before the meeting.

It was moved and passed that Mrs. Watson be authorized to spend \$50 a month for current book buying until such time as the board knows where we stand in regard to past outstanding or arrears bills, the Friends possible raising of funds and cancellation of the bookshelves.

It was decided to defer our entering the Cooperative district until the next meeting at which time we hope to be in a financial position to do so.

Miss Arnold pointed out that Mr. Scribner at the time of submission of our '63 budget had said that the town would consider a request, based on a bona-fide bid, for maintenance work to be paid from town funds as they had cut our budget request by \$500 for this year.

Mr. Lawton is to secure bids from Ken Taylor and Jack Robertson on such work, to include screening and hinging [?] the upstairs windows, inspection and repair of all windows, a screen for the back downstairs window, a railing on the west side of the outside walk, a railing on the inside stairway, & repair of a leaking window.

Discussion on By-Laws and Policy was deferred to a future meeting.

Next meeting will be Thursday, November 7th at 7:30 at the library.

Mrs. Watson is to be asked to report at all regular meetings but not to special meetings unless she has something special to ask for and to report.

Meeting adjourned.

Respectfully submitted
Pat Reed, sect'y.

November 7 1963.

The board of trustees for the Meredith Public Library met this date with all members present.

Minutes of the last meeting were accepted.

Treasurer reported a balance of \$2139.84 including a gift of \$110 by Mrs. Burns for children's books. Expenditures from now until March were estimated.

Motion was made & passed that Mrs. Burns' gift be used immediately for children's books and that Mrs. Watson be allowed to spend \$100 a month for books and that she enter the Meredith library in the Cooperative Book District.

Barbara Woodward was appointed (Mr. Cooper moved, Mrs. Reed 2nded) as library trustee to fill the unexpired term of Carl Colby.

A letter from Mr. Allen, ass't state librarian, was read in regard to the Leavitt papers. It was voted to deposit them with the State Library on a permanent loan basis.

The books in the cellar are to be sorted and sold by the Friends of the Library.

Mr. Montana reported that the Village Players & ILHS Band will do a show the first part of March to benefit jointly the Band and the Library. Mr. Cooper moved and Miss Arnold seconded these funds to be used for the purchase of books.

Mrs. Reed reported on the ILHS library tea at which time she discussed the Bookmobile with Mrs. Hewitt who seemed to feel that it was no longer needed by the school.

It was suggested that Mrs. Colby might be willing to contact teachers to determine what books should be put on reserve for particular class assignments.

The library policy card was to be submitted to the trustees at this meeting for their approval but was apparently not ready.

Mr. Lawton reported that Mr. Durgin was unable to cancel our order of last spring for shelving for the upstairs room.

The ALA Bill of Rights was adopted by the board (Mr. Cooper moved, Mr. Montana seconded).

A discussion on book selection followed with the decision that this be left to the librarian who seems to be doing a good job in this area. Members of the board are free at any time to make suggestions.

Mr. Lawton reported an estimate from Ken Taylor for \$252 for hanging and screening ~~two~~ 3 upstairs windows checking and easing [?] first floor windows, supplying one screen downstairs and installing a hand rail inside the library. Also to be included in this work (over & above estimate figure) is repair of weather stripping of window at head of stairs. He also reported an estimate of \$125 by Northern

Heating to install outside railing (the town to drill holes). Miss Arnold moved, Mrs. Reed seconded, that Mr. Lawton go to Mr. Scribner with these estimates and ask the town for the money, realizing that when our '63 budget was cut by \$500, Mr. Scribner indicated that if we had bona-fide estimates for maintenance work, the town would assist us.

Discussion of By-laws and Library policy was postponed.

The next meeting was set for Thursday, January 30th with this to be the first regular meeting of the year, followed by regular meetings in March (to be the annual meeting), May, July, Sept & Nov..

The librarians report was read, circulation for Oct. was 2333 up 129 over '62.

She pointed out that our janitor may be unable to clear the walk of snow. The board decided he should be asked. David Detscher was suggested as a possibility also.

A note is to be sent Mrs. Watson expressing our appreciation for the way she is carrying out her job and to inform her that her period of probation is over.

Estimate our display bookcases (3) for the children's room from Connor [?] & Durgin was presented for \$685.

It was decided to look into other sources, such as Gaylord, and to investigate the possibility of a local cabinetmaker.

Meeting adjourned 10pm.

Respectfully submitted
Pat Reed, secretary.

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January 30, 1964.

The board of trustees of the MPL met this date with all members present.

Mrs. Woodward was welcomed as a new member, replacing Carl Colby who resigned.

The report of the librarian was presented by Mrs. Watson.

Miss Arnold presented the annual report of the treasurer and a current statement showing a balance of \$2506.94. The following budget for 1964 for the library, voted & approved by the board will be submitted to the town by Mr. Lawton.

Librarians salarys	2800
Ass't librarians	1800
Janitor	500
Books & magazines	3000
New equipment	1000
Utilities	350
Fuel	500
Supplies	350
Improvement & Maint	600
Insurance	200
Misc	<u>400</u>
	11,500

As we expect at least \$1000 from invested funds, fines, gifts, the town will be asked for \$10,500 which is \$1000 more than asked for in '63 and \$1500 more than the town allowed for '63.

During a discussion on insurance which Miss Arnold pointed out as low in so far as replacement of books, furniture and equipment. Mr. Cooper suggested that the question of who owns the bldg be looked into and also the responsibility of the town and/or trustees in case of loss by fire. Mr. Lawton is to inquire into this matter.

An estimate from Ken Taylor for \$295 is included in the item for improvement & maintenance plus an additional estimate by him for a book return slot in the front door. Included in this figure for new equipment:

1 lamp for librarian's desk [and]	
4 "s for desks in upstairs room	\$100
adding machine	\$100
shelves for children's room	\$300

The balance requested for new equipment to be held pending cancellation of order for shelving for the upstairs room from Mr. Durgin.

The minutes of the last meeting were read and approved.

Mr. Montana reported the [that] a show to benefit jointly the library & ILHS band will be held March 27th and 28th.

It was suggested that the newly-formed Library Club at the high school as liason between the school & the town library. Mrs. Reed will report on this at the next regular meeting.

A special meeting to consider by-law revision and library policy will be held Thursday, February 27th at 7:30.

The next regular meeting, the annual meeting will be held Thursday March 26th.

Meeting adjourned 10pm.

Respectfully submitted
Pat Reed, secretary.

February 27th, 1964 (special meeting).

The board of trustees of the MPL met this date for a special meeting with all members present except for Mr. Cooper.

Don Weeks [?] and Clyde Brown presented a portfolio package policy proposal for up-dating library insurance policies. Mr. Weeks [?] proposed an increase of insurance on the building from \$42,000 to \$60,000, on furniture & fixtures from \$2500 to \$6000, on books from \$7,000 to \$24,000, the new figures representing 80% of valuation. The liability was increased from \$25/50,000 to \$100/300,000. The annual premium on the proposed policy would be \$334.59 instead of our present \$212.82.

Mr. Lawton read a report prepared by the the librarian. Miss Arnold reported a bill of \$369 from Connor & Durgin for bookshelves for the upstairs room recently delivered.

The board voted to accept the new insurance policy, plus \$25,000 boiler coverage at \$43.70 [?] annually.

Miss Arnold presented a revision of the By-laws which were discussed and worked on by the board as a whole. Miss Arnold will submit newly revised By-Laws at our next regular meeting Thursday, March 27th.

Meeting adjourned.

Respectfully submitted
Pat Reed, secretary.

March 26th.

The board of trustees of the Meredith Public Library met this date with all members present.

After the report of the librarian, Mr. Lawton welcomed Mr. Swett as a new member of the board.

Mr. Montana reported that the show to benefit the library and ILHS band had been a great success and that the Library's share of the proceeds was \$246.62, \$23 of which was money from refreshments sold by the Friends of the Library. This \$23 is to be kept by the Friends.

The secretary is to write a letter to be in the Meredith News thanking all those who contributed time,

money and effort to the show.

Minutes of the last meeting were read and approved.

Treasurer's report showed a balance of \$850.45.

It was moved & passed that the proceeds from the show be spent toward the purchase of special shelves for the children's room and that Prescott Lumber Co, in accordance with their estimate of \$300, be authorized to proceed with their construction. It was suggested that this use of the proceeds be publicized in the News.

It was moved and passed that Ken Taylor be authorized to proceed with the work included in his estimate of \$295.

It was moved and passed that Mrs. Watson be authorized to purchase and install a suitable lamp for her desk and that she, in consultation with Mr. Montana and Mr. Swett, investigate selection of lamps for the upstairs reading room.

Mr. Lawton is to investigate the purchase of an adding machine.

As this was the annual meeting, the election of officers took place with Mr. Lawton elected as chairman, Miss Arnold treasurer, Mrs. Woodward secretary.

Revised copies of the new by-laws were gone over, with Miss Arnold to bring in at the next meeting a final revision to be voted on at that time.

Lack of liason between the Friends and the board was discussed with recommendations that we receive periodic reports from them, that the board approve their projects, and that two or more members of the board be appointed as a liason committee. It was moved and passed that the co-chairmen of the Friends be invited by the secretary to meet with the board immediately prior to our next meeting.

The next meeting is to be Thursday, May 21st.

Meeting adjourned.

Respectfully submitted
Pat Reed, secty.

May 21st, 1964.

The board of trustees of the Meredith Public Library met at the library with all members present.

Before the meeting was formerly [formally] called to order the board met with Mrs. Ethel Rafuse [?], co-chairman of the Friends of the Library, to bring us up to date on the past and present activities of the Friends. In the past year this group has conducted an outgrown sporting and clothing sale, as a result of which \$200 was turned over to the library book fund. A book review by Mrs. Colby was sponsored by them.

For the children in February the Friends conducted a story hour and in April a film at the gym

Immediate plans call for a coffee hour on May 28 to honor Mrs. Charlie Woodman, local author, who has just had a novel published. On June 11, a book and white elephant sale is to be held on the library lawn. Throught out [throughout] the summer at approximate two week intervals they plan a story hour.

The formal opening of the meeting began with the final discussion of the by-laws as the only area left unfinished concerned [concerning?] the Friends. The final draft will be presented next meeting.

The secretary's report was read and approved.

The treasurer's report showing a balance of \$2315.28 was approved.

Mr. Swett reported the completion of purchase [of] a lamp for \$23.15 from Mr. Holland for the area over the typewriter in the office. Mr. Holland had recommended the same type of light for the desks in the upstairs reading room. After an inspection of the new light and the reading room it was decided that this was not the solution to this problem. The motion was made, seconded and passed that Mr. Swett and Mrs. Woodward be authorized to properly equip the reading room with lights at a cost not to exceed \$450 [\$150?].

As Mr. Taylor has as yet done nothing about the work he is authorized to do, including screens for upstairs, stair railing and return book slot in the door it was informally [informally] decided that Mr.

