

Meredith Public Library  
Minutes for Library Trustee Meeting  
November 18, 2014

Meeting called to order at: 6:00 PM

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

Others Present: Erin Apostolos (library director), Matthew Gunby (administrative assistant)

Absent with Notice: Mary Richardson, Ann Butler

- I. Secretary's Report
  - a. Motion to accept minutes from October 14<sup>th</sup> moved by Duncan McNeish seconded by Colleen Nolan to accept minutes as written.
  - b. Motion to table minutes for October 28<sup>th</sup> meeting moved by Colleen. Tabled until December 8<sup>th</sup> meeting.
  - c. Motion to approve budget of \$546,705.63 moved by Pam Coburn seconded by Colleen Nolan. Motion passes.
  
- II. Treasurer's Report
  - a. Approval of Report moved by Pam and seconded by Colleen Nolan. Motion passes.
  
- III. Library Director's Report
  - a. Financial Update
  - b. Circulation and Events Report
  - c. Friends Update: Next Friends meeting is December 8<sup>th</sup>. Interest expressed in an annual event.
  - d. Outreach Update
  - e. Building Maintenance Updates: Erin Apostolos has created a maintenance schedule to be reviewed in December. Building painting currently in budget and carpets should be replaced within the next couple of years.
  - f. Master Plan Committee: Erin Apostolos has received Tom Ladd's budget estimate of \$2,500 for fifty hours.

- g. Grant Updates: Duncan will contact Norm Larson regarding the maintenance program for gutters and drainage as required to receive the grant.
- h. PR Update: Please see front page article in Meredith News on Lakes Region Reads.

#### IV. Old Business

- a. Library Masonry/Gutter Project
  - Norm Larson has completed bid proposal.
  - Drainage project is completed.
  - Next phase (gutters and masonry) will be discussed at December meeting.
  - Duncan McNeish and Paul Eldridge will meet with Rich Jewett on 11/20/2014.
  - Trustees will vote on this at the December 9<sup>th</sup> meeting.
- b. Letter of Understanding Update
  - Tom Ladd has perused Memorandum of Understanding.
  - Town is waiting to receive a copy of the MPL Personnel Policy.
  - Personnel policy review has been tabled for a special meeting November 25<sup>th</sup> at 6:00 PM (see email from Erin October 10<sup>th</sup>)
  - Motion to have a special meeting, moved by Duncan McNeish seconded by Paul Eldridge. Motion passes.
- c. GMP Front Design Update: Greater Meredith Program met today. Pam Coburn will contact Christopher Williams regarding timeline.
- d. Tom Ladd's Estimate: A copy of Tom Ladd's example for Lang Library was sent to trustees a month ago. Erin will send an email to Tom Ladd requesting a contract to include specific details of his report.

#### V. New Business

- a. Lighting the dragonfly: Mary Kahn of GMP is in charge of the lighting program for the sculptures. She needs information on location and available outlet. Paul Ristaino should know the location of outlet. Motion to allow Greater Meredith Program to access library electricity to illuminate Dragonfly. Moved by Paul Eldridge seconded by Pam Coburn. Motion passes.
- b. Calendar Review of December:

- Select Board Review of library budget is scheduled for December 1<sup>st</sup>. Erin will request extension pending her return
  - Encumbrance meeting with Brenda Vitner will be scheduled for early to mid-December.
  - Quarterly investment review was planned for December, but annual review in January or February is likely more valuable.
  - Quarterly review of building maintenance plan will take place - waiting for input from Norm Larson on gutter/drainage maintenance and Erin's new building maintenance plan.
- c. The library is part of the Christmas Stroll on Thursday December 18<sup>th</sup> (part of Greater Meredith Program)

**Action Items:**

- Duncan McNeish and Paul Eldridge will meet with Rich Jewett Thursday 11/20/2014.
- Duncan McNeish will schedule encumbrance meeting with Brenda Vitner.
- Erin Apostolos will request contract with specific details from Tom Ladd.
- Erin Apostolos will send information on maintenance plan to Duncan McNeish for his meeting with Norm Larson.
- The trustees need to read the Personnel Policy for the special meeting on Tuesday November 25<sup>th</sup> at 6:00.
- Pam Coburn will create a posting at library and town hall for the special meeting.

Motion to adjourn moved by Paul Eldridge seconded by Pam Coburn.

Meeting adjourned at 6:54 PM.

Next meeting: Tuesday December 9<sup>th</sup> at 6:00 PM.