

Meredith Public Library Board of Trustee Meeting Minutes
November 10, 2015

Meeting called to order at: 6:04 PM

In attendance: Pam Coburn, Duncan McNeish, Ann Butler, Miller Lovett,
Jane Ramsay

Absent with Notice: Beverly Heyduk, Paul Eldridge.

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

- I. Kent Brown
 - a. Will have to reschedule, should be in contact with Duncan McNeish.

- II. Secretary's Report
 - a. Approval of October 13 minutes: Motion made by Duncan McNeish seconded by Ann Butler. Motion carries.

- III. Treasurer's Report
 - a. Total market value: \$841,257.11
 - b. Motion made by Ann Butler seconded by Jane Ramsay. Motion carries.

- IV. Library Director's Report
 - a. Building maintenance: Chimneys should be done over the weekend. Gerard Leone believes they are on schedule as well.
 - b. On WMUR for promotion of the adult coloring program.

- V. Old Business
 - a. Personnel Policy: Returned from Andrew Livernois. Will be reviewed by the Policy Committee: Miller Lovett, Ann Butler and Beverly Heyduk. Erin Apostolos will schedule a meeting.
 - b. Gutter/Masonry Update: Entire project should be completed on schedule the week before Thanksgiving.
 - c. Budget Committee (Duncan McNeish, Pam Coburn, Jane Ramsay, Erin Apostolos): Needs to meet to complete trustee fund budget. Should meet in January.

- d. Warrant article required if architect is going to be brought in.
- e. Plan of Action
 - Paul Eldridge editing position paper. Read through the paper and made comments.
 - Overall strategy to bring to the Select Board.
 - Moving two sections, where events will occur if function room becomes stack space.
 - Consensus of Board of Trustees or at least majority opinion of direction to take in the building process.
 - Goal of draft completed by December 8th.
 - Have edits back to Erin Apostolos by November 17th of the position paper.
 - Bringing in construction manager early in the process.
 - Work on framework versus incorporating details.
 - Erin Apostolos will work with Chris Leland on making the chart more accessible and also make the material physically larger.
- Kent Brown: Kent analyzed the building program written by Tom Ladd as well as other reports from consultants and incorporated them into a library design. Will need 3-4 acres if trustees desire a one-level building with adequate parking. Possibly schedule special meeting for Kent Brown to present his ideas to the Board. Could save money in lieu of having an architect complete initial drawing of the building. Importance of having the complete Board present for any major shift in building plan. Need to have an itemized list of what different agencies and individuals are going to do for the Board and what will be paid for these services. This will be discussed at the next policy meeting. Policy Committee will discuss what amount should be set as a ceiling for spending before a formal vote of the Board of Trustees is required.
- f. Action Items from Last meeting
 - Duncan McNeish will contact Mark Billings to notify him that the Library Trustees would like to wait until a new I-L School District Superintendent is hired to investigate possible collaboration with the School District.
 - Erin Apostolos will email Long Range Plan to Trustees. Done.
 - Policy Committee will review tying raises to Para-certification. Have not met yet.

- Policy Committee to review signs on library lawn.

VI. New Business

- a. Architect Discussion: Erin Apostolos and Pam Coburn met with SMP. Erin Apostolos and Ann Butler met with Lavallee Brensinger. Duncan McNeish and Erin Apostolos met with Chris Williams and Norm Larson. Peter Tennant was unwilling to meet a second time after his initial meeting with the trustees several years ago. 18th and 19th are currently being considered as possible dates to meet Lavallee Brensinger a second time with more members of the Board.
- b. Long Range Plan Goal 9 Staff: Library trustees will become more proficient at library management. MOU and personnel policy continues to proceed. Fundraising needs to be raised as a clear issue with the Select Board.
- c. Creating a building committee with library advocates.
- d. Staff Christmas Party: Erin Apostolos will discuss with the library staff when to have winter closure. Will be discussed at December meeting, because it requires library closure.
- e. Calendar Review of December: Encumbrance meeting with town. Erin Apostolos and Duncan McNeish will set up a date with Brenda Vittner. Quarterly review of building maintenance.
- f. Other Business: Mackenson current financial issues with the SEC. Duncan will contact National Advisors Trust about the holding company with the library funding through Mackenson. Decision to keep Mackenson or have a new financial company will have to be made.
- g. Jane Ramsay attended library trustee training session sponsored by the state of New Hampshire.

VII. Adjournment--Next meeting: Tuesday, December 8, 2015

- a. Motion to adjourn made by Duncan McNeish at 7:37, seconded by Ann Butler. Motion carries.

Pam Coburn 

Duncan McNeish 

Ann Butler 

Miller Lovett 

Jane Ramsay 