

Meredith Public Library Board of Trustee Meeting Minutes
October 13, 2015

Meeting called to order at: 6:03 PM

In attendance: Pam Coburn, Paul Eldridge, Duncan McNeish, Ann Butler

Absent with Notice: Beverly Heyduk, Miller Lovett, Jane Ramsay

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

I. Secretary's Report

- a. Approval of September 8th minutes. Moved by Ann Butler seconded by Duncan McNeish. Motion carries.

II. Treasurer's Report

- a. Total Market Value: \$841,572.72.
- b. Motion to accept treasurer's report made by Ann Butler seconded by Paul Eldridge. Motion carries.

III. Library Director's Report

- a. Seeking replaceable bricks for the chimney.

IV. Old Business

- a. Personnel Policy: Duncan McNeish spoke with Andrew Livernois two weeks ago. He is waiting to hear back from Andrew Livernois on the possibility of creating personnel policy. Tabled until November.
- b. Building Plan:
 - i Matthew Gunby has written Building Analysis outlining issues with current space.
 - ii Duncan McNeish has written summary of Tom Ladd's specific recommendations.
 - iii Duncan McNeish and Erin Apostolos spoke with Kent Brown.
 - iv Kent Brown offered to create design for new building.
 - v Shows building space and acreage necessary to meet the needs of the Ladd Report.
 - vi Erin Apostolos and Duncan McNeish toured several sites the Board could consider exploring as new library sites.

- vii Paul Eldridge created document outlining functional obsolescence and relayed how the current issues with the building would fit into this definition.
 - viii Kent Brown will likely be on the agenda to meet with the trustees in November.
 - ix Consideration of a two-story building with an elevator should be made, because this would allow for additional sites and could potentially be asked about later in the process.
 - x Attempt should be made to create a position paper available for the December 21st meeting with the Select Board.
- c. Budget Committee: Budget created, but there may be a need to consider additional costs of shifting materials in the event of closure of the upper two levels. Town has placed separate budgets in benefits, oil and electricity, so these do not need to be directly considered by the budget committee. Motion to approve preliminary budget of \$432,271.40 with the caveat that the library will need to ask the Town for additional money to hire an architect to help with library redesign to meet immediate life/safety standards made by Ann Butler, seconded by Duncan McNeish. Motion carries.
- d. Plan of Action: Tabled until November. Duncan McNeish suggests creation of a brief summary that can effectively lead readers through the overall document. Value in being succinct.
- i Importance of creating a pathway with clear timelines that can be digested by the Select Board.
 - ii Pam Coburn will coordinate with Miller Lovett. Pam Coburn, Ann Butler and Paul Eldridge formed a committee to work on the Plan of Action and will meet next week.
 - iii General Discussion of reworking the language of the plan tabled until next meeting due to Miller's absence.
- e. Action Items from Last meeting
- Erin Apostolos will write thank you card to Marie Valliere. Completed.
 - Duncan McNeish will contact Andrew Livernois to discuss rewriting the personnel policy. Completed awaiting reply.
 - Pam Coburn will contact any potential trustee alternates the Board of Trustees thinks of. Two alternates currently being considered.
 - Ann Butler will ask Eliza Leadbeater about a cost estimator at a future date. Ann will reconnect with Eliza.

- Erin Apostolos will appraise Phil Warren of the space issues at the library and ask for a joint meeting between members of the Select Board and Board of Trustees. Erin Apostolos provided Phil Warren with draft of the fire protection engineer's report. Completed. Meeting is set for December 21st.
- Closure of the top floors will be discussed at the staff meeting. Maggie Stier of the New Historic Preservation Society investigates possible compromises, on behalf of libraries, that avoid building closures.
- 3 meetings set up for space redesign: Friday October 16, 10 AM. Pam will try to attend. Tuesday October 20, 10 AM. Duncan and Ann will try to attend. Friday October 23, Duncan will attend. Paul will check calendar to determine availability. Still trying to set up time to meet with fourth architect.
- Duncan McNeish will contact Mark Billings to inform him the library will discuss the possibility of collaborating with Inter-Lakes in October. Duncan McNeish contacted Mark Billings to let him know the trustees would discuss this in October. Erin Apostolos suggests meeting with the school district shortly before the meeting with the Select Board. Also, trustees should investigate possible locations.
- Duncan McNeish makes motion to have Duncan McNeish set up meeting with the Interlakes School Board to explore possible collaborations or expansion and Paul Eldridge will explore the same with the Winnepesaukee Playhouse. Paul Eldridge seconds. Motion carries.
- Erin Apostolos will inform the historical society that the library is unable to sell books for their organization as it goes against library policy. Beverly Heyduk informed Dan Heyduk.
- Erin Apostolos will contact Brenda Vittner about budget calendar, then set up meeting of the budget committee based upon this information. Completed.
- Erin Apostolos will set up time to discuss writing a paper on current spatial issues. Erin Apostolos, Duncan McNeish and Matthew Gunby met. Matthew Gunby completed initial draft and will continue on this project.


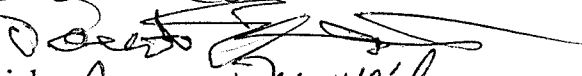

V. New Business

- a. Long Range Plan Goal 8 Staff
 - i Will assist patrons with reader's advisory, reference and technology questions.
 - ii Staff training: at least 2 workshops, webinars, conferences.

- b. Altrusa sign on lawn Nov. 26-Dec. 8 for Festival of Trees. This was agreed upon by the Board of Trustees.
- c. Para-Professional Certification for staff: point system by NHLA based on education, years of experience, and training. Personnel committee can review how this can be used to determine possible pay raises.
- d. Erin Apostolos will resend the complete goals to all of the trustees.
- e. Perpetual calendar will be placed on the website once it has been formally accepted
- f. Calendar Review of November
- g. Other Business

VI. Adjournment--Next meeting: Tuesday, November 10, 2015

Duncan McNeish moves to adjourn, Paul Eldridge seconds. Motion carries.

Pam Coburn 
Paul Eldridge 
Duncan McNeish 
Ann Butler 