

Meredith Public Library Trustee Meeting
September 8, 2015

Meeting called to order at: 6:01 PM

In attendance: Pam Coburn, Beverly Heyduk, Miller Lovett, Jane Ramsay, Paul Eldridge, Duncan McNeish, Ann Butler

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

- I. Secretary's Report
 - a. Approval of August 11 minutes
 - b. Motion to accept minutes made by Ann Butler seconded by Paul Eldridge. Motion carries.

- II. Treasurer's Report
 - a. Approval of Reports for 8/11 and 9/8/15
 - b. \$849,753.11 market value as of August meeting. Beverly Heyduk moves to accept August treasurer's report, Paul Eldridge seconds. Motion carries.
 - c. \$822,670.70. Drop off of over \$27,000 from August figure. Motion to accept treasurer's report made by Ann Butler seconded by Paul Eldridge. Motion carries.

- III. Library Director's Report
 - a. Marie Valliere from the Lions Club donated nine pairs of varying strength reading glasses to the library. Erin Apostolos will write a thank you note.

- IV. Old Business
 - a. Long Range Plan Goal 7: Adult services.
 - i Expansion of cozy and large print collections. Has been done to the extent possible in current space.
 - ii Massive weeding of nonfiction. Has been done, including removal of much of the minimally accessed reference collection.
 - b. Personnel Policy: Andrew Livernois report. Was reviewed by town's lawyers, Drummond Wilson in March. Andrew Livernois expressed a willingness to rewrite the policy using the original policy and the recommendations from the town's lawyers. Paul Eldridge makes motion to have Duncan McNeish speak to Andrew Livernois to rewrite the personnel policy, if it does not exceed \$2,000, Duncan McNeish is empowered to follow through with this. Otherwise a special meeting will be called to determine if the library can pay to have this done. Beverly Heyduk seconds. Motion carries.
 - c. Gutter/Masonry Update: Currently on target for previously set finish dates.
 - d. Building Plan: Miller Lovett has created an incomplete diagram of what the building plan should look like. First step to create a plan with a sequence of

necessary steps. The Select Board should be included once there is a plan to continue to have their support for a bond issue, when and if this takes place. Important to have both a financial pathway and information sharing pathway throughout the entire process.

- e. Action Items from Last meeting
 - Trustees to brainstorm names for Trustee Alternates. None currently available, trustees will continue to consider this.
 - Pam Coburn will ask Eliza Leadbeater if she knows any cost estimator the library could use. Not currently available. Ann Butler will discuss this with Eliza Leadbeater in the future.
 - Erin Apostolos will ask staff to review Tom Ladd's Building Program. Trustees are considering the best way to address building fire safety concerns. Ann Butler moves that the top two floors of the library be closed down on a time schedule determined by Erin Apostolos. Paul Eldridge seconds. This will be discussed at the next staff meeting. Erin Apostolos will meet with Phil Warren about the current building issues. Motion carries. Important to make it clear why the floors are being closed off. Erin Apostolos will ask for meeting of town manager, chair of select board, and two members of the library board of trustees.
 - Erin Apostolos to write bid for spatial consultant.
 - Erin Apostolos to send updated trustee contact list to trustees

V. New Business

- a. Duncan McNeish asked John Edgar about possible spaces in town. Mentioned possible space near the police station. Possible collaborative interaction with the Inter-Lakes School Board was also mentioned. Duncan McNeish spoke with Mark Billings, member of the school board, about possible collaborations. Duncan McNeish will let Mark Billings know that the library board of trustees needs to take time to consider this and will discuss it at the October meeting.
- b. Discussion on bricks by back entrance and a *vote to fix leaky roof, estimate: \$1900* to repair damage done while scaffolding is up. Ann Butler moves to pay for this. Paul Eldridge seconds this. Funding would be applied to the existing budget. Motion carries.
- c. Selling books for the Meredith Historical Society: Goes against current policy of the library, Erin Apostolos will inform them we are unable to do so.
- d. Calendar Review of October
 - i Investment Review
 - ii Library Budget: Erin Apostolos will contact Brenda Vittner to ask for town's budget calendar.
- e. Budget Committee Set up meeting. Erin Apostolos will set a date once she has spoken to Brenda Vittner.
- f. Building Action Plan: Pam Coburn will meet with Miller Lovett to discuss this. Chris Leland will create digital flow chart to accompany this.
- g. Where we are now and space problems consistent with current space. Erin Apostolos, Matthew Gunby, and Duncan McNeish will meet to discuss this and create a paper to be presented to the Board of Trustees.

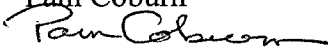

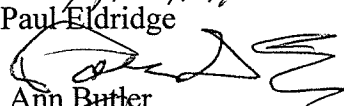

h. Motion to approve July non-public minutes. Made by Paul Eldridge, seconded by Beverly Heyduk. Motion carries. Will be sealed until July 15th 2040.

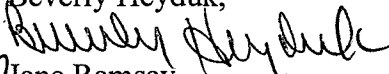
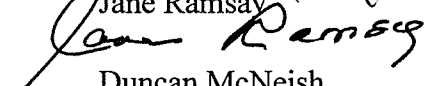
Action Items

- Erin Apostolos will write thank you card to Marie Vallier.
- Duncan McNeish will contact Andrew Livernois to discuss rewriting the personnel policy.
- Pam Coburn will contact any potential trustee alternates the Board of Trustees thinks of.
- Ann Butler will ask Eliza Leadbeater about a cost estimator at a future date.
- 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.
- Closure of the top floors will be discussed at the staff meeting.
- Duncan McNeish will contact Mark Billings to inform him the library will discuss the possibility of collaborating with Inter-Lakes in October.
- Erin Apostolos will inform the historical society that the library is unable to sell books for their organization as it goes against library policy.
- Erin Apostolos will contact Brenda Vittner about budget calendar, then set up meeting of the budget committee based upon this information.
- Erin Apostolos will set up time to discuss writing a paper on current spatial issues.

VI. Adjournment--Next meeting: Tuesday, October 13, 2015

a. Motion to adjourn made by Paul Eldridge, seconded by Beverly Heyduk.

Pam Coburn

Miller Loyett

Paul Eldridge

Ann Butler


Beverly Heyduk,

Jane Ramsay

Duncan McNeish
