

Meredith Public Library Trustee Meeting Agenda

Tuesday, July 12, 2011, 6:00 PM

The meeting was called to order at 6:03 PM

Trustees Present: Rhetta Colon, Duncan McNeish, Maribeth McEwan, Ann Butler, Laurie Brothers, and Colleen Nolan.

Absent with notice: Paul Eldridge.

Others Present: Erin Apostolos, Director, Judy Hodges, Assistant Director.

Christopher Leland-Technology Plan Presentation

Chris is the Technical Services Librarian and he gave us a presentation on what we need immediately to keep the library running. Currently there are four staff computers that are failing each day. He also presented a five year plan, which can be put in our budget to bring the Library up to standard, with a new router as well as other new computer stations.

A motion was made by Duncan to expend money, not to exceed \$2600.00, for the peripheral computers for the Library Staff. The motion was seconded by Laurie and passed unanimously.

A motion was made by Ann that we work on a 4 year plan for the upgrades on our computer systems. The motion was seconded by Colleen. A vote was taken and passed unanimously.

Secretary's Report:

A motion was made by Duncan and seconded by Ann, to accept the Secretary's Report. A vote was taken and passed unanimously.

Treasurer's Report:

Duncan explained to us the balances that we had on hand.

Meredith Village Savings Bank:	\$12,151.65
Receipts-deposited:	411.48
Receipts from income generating equipment:	381.48

Expenditures:	705.19
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Trusts: July 1, 2011

Income Fund: \$204,630.42
Nichiporuk Fund: 637,072.88

A motion was made to accept the Treasurer's Report as presented, by Laurie and seconded by Maribeth. A vote was taken and passed unanimously.

Library Director's Report:

The Auditor came and gave Erin a list of items she would like to see each year in the future. The Trustees went over the list with Erin and assured her they would do all they could to support her.

A policy on Credit Card usage also needs to be written. Sign and date all policies.

HVAC- Erin has noted every time she has tried to call Caswell (with whom we have a service agreement that is supposed to guarantee us top priority) seven times in the past four weeks about giving us a quote on an upgrade to the system on the balcony. We have yet to receive a call back or a visit. Erin no longer wishes to continue our agreement with Caswell and she has asked librarians in the area to give the name of their HVAC service provider. Erin will work on contacting them this week.

COSTUMES- Beverly Heyduk says there are plenty of volunteers willing to help with bagging of costumes. Just let her know when.

New Positions Erin has received dozens of applications for the aide position and about a dozen excellent resumes for the children's librarian position. Both close this Friday. Judy and Erin are working this week to set up some interviews with promising candidates.

Library Sign: Please send Erin any suggestions for the front sign by the end of the month. She needs to start working on the Grant which is due in November.

Old Business:

Security camera Update- Tabled until August

Alarm Wiring Issue-Both the fire and the burglar alarms have been rewired and fixed.

Costume room- Rhetta and Judy met with the Fire Marshall who told us that the costume room must be cleared as soon as possible. The Friends will help move them as soon as possible to The Winni Players.

Long Range Plan- This was put on the agenda for August.

Building Maintenance Plan- We are still waiting for quotes from the stone masons. This item was tabled until the August meeting.

Calendar Planning- Rhetta is putting together a comprehensive calendar for the Trustees. This will include a month by month chart on agendas and reports due during the year.

Erin's Evaluation This is due in June and will be done as soon as possible. Rhetta and Ann will do the formal meeting after all the trustees have filled out their evaluation form.

Executive Committee Authorization: There were questions about meeting schedules, for small problems. The RSA's were checked and we saw that a meeting must always be posted when called.

New Business:

Results of visit from State Fire Marshall: Tabled until we get his written report.

Policy Committee- Tabled until August.

Friends Report – Currently we have 145 members in The Friends of the Meredith Public Library.

Power Outage Procedures: These were gone over, but need to be revised.

Adjournment:

A motion was made by Duncan to adjourn the meeting. Maribeth seconded this motion, a vote was taken and at 7:50 PM the meeting was adjourned.

Next meeting: August 9, 2011 6:00 PM

Respectfully submitted,
Maribeth J. McEwan

Secretary, Meredith Public Library