Minutes of the Meredith Public Library Board of Trustees, February 11, 2014

Trustees present: Rhetta Colon, Duncan McNeish, Ann Butler, Paul Eldridge, Mary Richardson, Pam Coburn
Absent with notice: Colleen Nolan
Others present: Erin Apostolos, Library Director; Judy Hodges, Assistant Librarian

The meeting was called to order at 6:00 PM.

Secretary's Reports:
Mary moved that trustees approve minutes of January 14 meeting. Paul seconded the motion. All voted aye.
Ann moved that trustees approve minutes of January 28 meeting. Mary seconded the motion. All voted aye.

Treasurer's Report:
Paul proposed that trustees approve the treasurer's report. Mary seconded the motion. All voted aye.
Ann proposed that trustees accept the $200,00 grant from NHLAs MacDonald Family grant for continuing education. Mary seconded the motion. All voted aye.
Ann proposed that trustees accept the Humanities Council grant for $250,00 and a $500 grant from Meredith Village Savings Bank. Mary seconded the motion. All voted aye.

Library Director's Report:
Erin reported that the **Friends** made roughly $800 from the February book sale. This includes approximately $250 in membership fees.
Friends are discussing several other fundraising efforts: sale of jigsaw puzzles of a library photo, a possible collaboration with the Children's Theater and a 50-50 dinner at Patrick's. Trustees appreciate these efforts, but wonder if a 50-50 could be held at some Meredith venue.
The Master Plan Committee has started distributing surveys and is preparing a presentation to inform the public about library issues and possibilities. Bev Heyduk will host a practice session at her house on 3/6. Trustees will be speaking to local groups, so all are encouraged to attend on 3/6 to master content and to perfect technique.
Duncan is negotiating with Hampshire Hospitality Holdings for a Gala date towards the end of March or in early April in the Carriage House or Ballroom at Church Landing. We need lists of interested and influential people to invite. For a crowd of 100, we should be sending approximately 175 invitations. All are encouraged to send names to Erin.
Erin is reaching out to local groups for meeting dates and will inform us of these as they become available.
The National Trust for Historic Preservation Grant authority has not responded yet to Erin's request for a change of focus, but trustees expect a favorable reply. We want to employ Norm Larson to design the plan for the library's chimney, masonry and gutter project instead of using the funds to employ an architect for the Master Plan.
The secretary will compose a letter to the GMP Design Committee thanking them for awarding the **GMP Site Improvement Grant** to the library and questioning the precondition that we show money available for implementation. Having an overall site design in advance is important for us because funding may be itemized and opportunities to alter this area will come piecemeal as a consequence of other projects.
Phil Warren has signed the award acknowledgement form for the **L-CHIP Grant**.

Old Business:
We have had no response from the **Baptist Church** regarding sale of their Main Street property. We will take this off our agenda.
Our **letter of understanding** to BoS needs review. Communications from the BoS should go to Rhetta with cc: to Erin. We may wish to alter some wording in light of our experience at 1/28 workshop.
To facilitate communication with the BoS, our policy in future will be to forward all relevant information to Phil Warren and individual selectmen, and to make follow-up phone calls. We have no wish to "blindside" anyone.
Duncan moved that trustees accept the **Lost/Damaged Policy** and the **Spending Policy** as written. Ann seconded the motion. All voted aye.
Pam proposed that trustees accept the **2014 Trustee Budget**. Paul seconded the motion. All voted aye.
Erin reported that next step in the **chimney/gutter/masonry project** is for Norm to produce an estimate for the developed plan.

New Business:
Trustees decided to cancel the regular March meeting as we have several commitments with Master Plan Committee business in the coming weeks, some of which have yet to be scheduled.
Next Master Plan Committee is February 12 at 6:00 PM.
Their Outreach Committee is preparing a presentation about the library. It is the job of the trustees to present this material to local groups and at the Gala. We will ask Terry to speak to the future of libraries at the Gala.
Trustee need an accounting from Full Circle of their hours, most specifically how many we have left so we can make best use of the time remaining.
Ann proposed a delayed opening of the library on April 9 for staff training in "NoveList Plus."
Ann proposed a change of focus for the National Trust Grant to hire an architect to plan the L-CHIP project (see above.) Paul seconded the motion, All voted aye.
We still may need an architect or other professional to help write the Master Plan. We are unclear about who produces the final report with recommendations to the town.
Ann suggested that trustees consider using Base Camp for library trustee documents.
Our calendar review is rolled over until April. Trustees should prepare to evaluate the library director, discuss goals and review the long range plan at the 4/8 meeting.
Duncan proposed that trustees accept the 2014 Holiday Schedule. Paul seconded the motion. All voted aye.
Ann moved that the secretary write a letter to the newspapers about Erin's critical role in obtaining the L-CHIP Grant money for the library. Mary seconded the motion. All voted aye.

At 7:37 Mary proposed that trustees enter non-public executive session to discuss personnel issues., Duncan seconded the motion. The trustees were polled.
Executive session terminated at 7:43. Ann moved that the minutes of the session be sealed for 25 years. Mary seconded the motion. All voted aye.

Paul moved to adjourn the meeting at 7:47 PM. Mary seconded the motion. All voted aye.
Next meeting is April 8, 2014 at 6:00PM