

Library Trustee Meeting Minutes
Tuesday, October 11, 2011,

The Meeting was called to order at 6:03PM

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

Absent with notice: Rhetta Colon.

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

Secretary's Report

Approval of minutes from September 13, 2011 meeting.

A motion was made by Mr. McNeish and seconded by Mr. Eldridge, to accept the minutes, and after a vote was taken, and the motion was passed.

Approval of the Special Meeting minutes from September 20, 2011

A motion was made by Mr. McNeish to accept the minutes and seconded by Mrs. Butler. After a vote the motion passed.

Treasurer's Report

Receipts \$644.34

Receipts from income
generating equipment 644.81

Expenditures 624.48

The Reports for the two Trust accounts had not arrived from the Broker, but will be available at the next meeting.

A motion was made by Mr. McNeish and seconded by Mr. Eldridge to accept the Treasurers Report. After a vote was taken, the motion passed.

Approval of Monthly Expenditures - Authorization to expend funds 10/11/11

Amazon.com Card \$177.63

Thomas A. Ladd 365.50

A motion was made to approve the expenditure of these funds from the checkbook by Mr. Eldridge, and seconded by Mrs. Butler. A vote was taken and the motion passed.

Library Director's Report

Circulation and Programming Report

Our circulation is down by 10% from June – September as compared to last year at this time. June and July saw the biggest decline, with late August and September seeing things come back to just around normal with only 221 less circulations in September than September of last year. Many libraries in the Lakes Region have complained about a decline in circulation and it seems those Towns that usually have a heavy summer residency seem to have seen decline as not as many families have come for the summer.

Our program attendance has been doing very well. For Adult programs we had 68 people attend the Genealogy Workshops in September. Christopher had 10 people attend his first computer club and fifteen attended Genealogy Club. The book groups had ten attendees. In the Children's room 46 children attended Story Time and 72 attended Tot Time!

Jenny has been busy weeding and reorganizing the children's room collection which should help to boost circulation in the area.

Report from Tom Ladd-Highlights regarding possibilities for reorganizing the Library for more space.

Possibility of moving functions off site and using function room for different space.

Possibility of moving Book Sale, Friends Sale books off-site

Possibility of moving Historic Newspapers Off-site

Need a structural engineer to determine if rooms can be repurposed due to load capacity

Possibility of moving HVAC into boiler room to free basement space (consider when time to upgrade HVAC

Doesn't want to move circulation desk, however it could be turned 90 degrees to run parallel with library director's current office.

Moving Children's room from top level seems to be first priority

Plan A-Move children's room into current function room. Can purchase moveable shelving which will create space for programs.

YA could expand where it is and current children's room changed to staff room

PLAN B-Move children's room to current non-fiction room, current children's room becomes non-fiction room or staff work area. Or Non-fiction to main floor.

PLAN C-Do Plan A plus move public computers to current staff work area and AV to staff area. Current AV room becomes flex seating.

Budget and Finance Class is Complete-The class went well and confirmed that we are doing a lot of things well, but gave lots of great ideas on how to better sell and prepare for our budget. Mrs. Apostolos received an A in this class. Mrs. Apostolos is looking for a \$145.00 reimbursement on the class (\$200 already paid by grant) plus \$250.00 for the one-time application fee for admittance into the program.

A motion was made to pay our share of Mrs. Apostolos's class \$145.00, by Mrs. Butler and seconded by Mrs. McEwan; a vote was taken and passed with one abstention.

The \$250 registration fee was tabled until next year.

Friends Update-Current Balance is \$5892.00. Current membership is 155 people. August book sale took in \$1189.00. Abebooks has taken in this year \$1393.94 through August. February Book Sale is scheduled for Feb. 3-Feb. 11, 2012. (Fishing Derby and Pond Hockey) Note: Rusty McLear is interested in purchasing 5000 used books from us, which may take the place of the February sale. I have left a message for him to call me. Will have more details on this at next meeting. Friends have started a Fundraising committee which will be examining needs of the building and strategies for beginning a campaign.

NHLA Reads: When Mrs. Apostolos finishes her commitment this year in November, she is resigning from NHLA READS Program Committee. It has proved extremely time consuming and she wants to focus on this building and staff. We have a lot of upcoming issues that will need her undivided attention.

Mrs. Apostolos will be attending the NHLA Business Meeting on Fri. November 4. It will be focusing on Transforming your library's image and building a brand, Facebook Liability, Trends in Library Programs and Rapid Review (30 books in 30 minutes.) This was paid for by the Friends who have paid for most of our NHLA programs and workshops this year.

Closing at 2:00 on Wed. Nov 23 instead of noon. May we close later so that full time staff has adequate time to make up their hours?

A motion was made by Mr. Eldridge and seconded by Mrs. Brothers to pass this request. A vote was taken and passed.

State Wide Van Delivery Service:

Van delivery-library has people signing to keep the van delivery service. Susan has asked regular ILL users to write letters about how the service has worked for them.

Old Business

Library Director Evaluation

Town using Numeric System for Merit Based. The Trustees will look at several options from other sources while revising our Evaluation Form.

Updated Unattended Children's Policy-Laurie, Colleen, Erin

This was tabled until the next meeting.

New Business

Non-Resident Library Card Policy

A motion was made by Mrs. Butler to charge \$10.00 per year for a Non-Resident Library Card. The motion was seconded by Mr. Eldridge and after a vote was taken passed.

Inclement Weather Policy-

A motion was made to accept this new policy with the changes which had been added to the policy, by Mrs. Brothers. The motion was seconded by Mrs. Nolan and after a vote, passed.

Budget Committee-Duncan, Ann, Erin, will meet with Phil next week to present our budget to the Town Of Meredith. The Library will present a budget of \$504,996.91. Additional expenditures of \$26,296.50, and \$3890.00 will also be presented.

A motion was made by Mr. Eldridge and seconded by Duncan. A vote was taken and passed with one Trustee abstaining.

Meeting with Maggie Stier-

Mr. McNeish Chris Williams, Mrs. Apostolos and Norm Larson spoke with Mrs. Stier at this meeting. Mrs Stier told us that the NH Preservation Alliance would intervene on our behalf with the State Fire Marshal to see if we could come to a compromise regarding some of our life-safety issues. She also recommended two experts in code enforcement issues in historic buildings that we may want to call. She also offered to proof-read a draft of a grant that I am writing so that we can hire a Preservation Architect who will evaluate our building for us. The grant will only pay 50% of these services.

Mrs. Apostolos has emailed Maggie Steir for the contact information on Jerry Tepe and Peter Michaud.

Van Delivery Service-

It was explained that the State is trying to cut the vans . They would like to cut 3 out of the 4 vans currently working in the state. We have a petition at the Library for Patrons to sign.

A motion was made by Mr. McNeish to go into Executive Session at 7:18. The motion was seconded by Mrs. Nolan. After polling the Trustees, we went into Executive Session.

At 7:35 a motion was made to go out of Executive Session by Mr. Eldridge and seconded by Mrs. McEwan, and after polling each Trustee, the Trustees came out at 7:35.

A motion was then made by Mr. Eldridge to seal the minutes for 20 years and this was seconded by Mrs. McEwan and after polling the Trustees, the motion passed.

Adjournment

A motion was made by Mr. Eldridge and seconded by Mrs. McEwan to adjourn the meeting. A vote was taken and passed.

The meeting was adjourned at: 7:39

Next meeting: November 8, 2011 at 6:00 PM

Respectfully Submitted,

Maribeth McEwan Secretary
Meredith Library Board of Trustees