

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting –January 15, 2007

Trustees present: Laurie Brothers, Paul Eldridge, Linda Matson, Duncan McNeish, Jay Tivnan

Others present: Staff – Director Erin Apostolos, Assistant Director Judy Hodges, Children’s Librarian Jesse Wright and Staff member Karen Henchey.

The meeting was called to order by Paul Eldridge at 7:04 p.m.

Erin requested a change in the order of the meeting and it was granted. She introduced the newest staff member Karen Henchey to the trustees. Her duties will include outreach to the Young Adults and YA programming, the costume room and book sales.

Jesse Wright spoke about the Privacy Policy which includes children. NH RSA 201D:11 protects all patrons’ privacy information including children when they receive library cards. Jesse asked to include a copy of the RSA with information that parents receive when children obtain their first library card. A family card is an option to the individual children’s card. A motion was made by Duncan and seconded by Jay to authorize the inclusion of the RSA with material given to parents when children receive a library card. The motion was passed.

Secretary’s Report: Motion made by Laurie Brothers and seconded by Duncan McNeish and passed to approve the minutes as presented.

Treasurer’s Report: Duncan reviewed the report that was presented to the Trustees.

Director’s Report:

Automatic renewals – A change in the lending policy was introduced and is attached to the minutes. A motion was made by Duncan and seconded by Laurie to accept the policy change as presented by Erin. The motion was approved.

Security Contract - A new server is required to install the software for the security system. Further discussion on the security system estimate from Capitol Alarm Systems was tabled for 30 days. Erin will call Capitol Alarm Systems to inform them. The furnace will be replaced in the spring and the bid of \$36,000 does not include electrical work. Duncan talked to C. Williams and a special electrician for historical buildings is not required. Kim Frase was recommended for the electrical work.

Trustee Meetings- Erin and Judy will both attend the meetings. Erin, Judy and the trustees agreed.

Technology Upgrade Estimates - A motion was made by Laurie and seconded by Jay to complete phases 1,2, 3 and 4 of the upgrade estimate as presented but to not exceed \$10,000, which will come from the encumbered funds. Also to include phases 5, 6, and 7 if the funds are available. The motion was passed.

Snow Days – Erin would like to make the decision on closing the library due to inclement weather and not necessarily follow the decision made by the school district. Erin also asked about staff being paid for snow days. Duncan was going to check with Brenda Vittner.

Trustee Job Description – Erin will research this and send to the trustees.

Meeting minutes – Minutes and meeting agenda will be emailed rather mailed by USPS. All information for the agenda should be sent to Erin on the Thursday before the Tuesday meeting.

Art Appraisal – Sofia Lane appraised the art work in the library. She suggested that the frames and pottery be appraised.

Budget – Erin spoke to Brenda Vittner and is not able to spend money on materials until after the March Town meeting. She presented a proposal of materials budget that she would like to have purchased during January and February. This was approved. The budget for training and education was discussed. There is money available for staff training/education.

Employee Vacation Policy – Erin presented employee vacation policies for part-time and seasonal as requested by the trustees. She and Judy worked on the proposals. The proposal was accepted by the trustees with an addition to each proposal – emergency leave will be considered on a case-by-case basis. The motion to accept was made by Duncan and seconded by Laurie and passed by the board.

The meeting was adjourned at 8:40 P.M.

*handouts available upon request