

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting – Tuesday, February 12, 2008

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

Others present: Erin Apostolos, Library Director, and Judy Hodges, Assistant Director

The meeting was called to order by Paul Eldridge at 7:02 p.m.

Secretary's Report:

The minutes of the January 8, 2008 meeting were approved unanimously on a motion made by Duncan and seconded by Jay.

Treasurer's Report:

Duncan distributed a copy of the Treasurer's report with accounts updated as of February 12, 2008.

Director's Report:

- Erin Apostolos began the Director's report by distributing updated (2006) copies of the Trustee Guide.
- Erin distributed copies of the art and frame appraisals done by Sophia Lane and Will Lehmann for art owned by the Library. Erin is working on a "Moose Plate" grant to address recommendations for preservation of artifacts.
- A representative from Accessibility Systems, Bob Weber, evaluated the condition of the chair lift and identified significant physical and financial problems involved in repair.
- The outlook for finding grant money to address masonry projects in the Library do not look promising.
- A Friends of the Meredith Library group is being planned. The State Library recommends that a representative (probably Tom Ladd) meet initially with the Director and interested people to organize, and this meeting will take place in March.
- Erin will draft a Snow Day policy for presentation to the Board.
- Erin distributed a copy of a proposed Meeting Room policy. It was accepted unanimously on vote moved by Linda and seconded by Rhetta.
- Erin distributed copies of the new newsletter designed and edited by Victoria Lang. The Board was enthusiastic about the publication, and copies of the newsletter will be left at the Community Center, in the schools, and other appropriate venues.
- Two monthly book discussion groups will begin in March – one focused on mystery novels (led by Judy Hodges) and the other focused on general fiction (led by Erin).
- Phase 3 of the technology renovation is nearly complete: the rest of the project includes moving the existing PCs to the first floor; purchasing 2 new PCs; locating one PC with a filter in the Children's Section.
- Erin distributed copies of the rewritten staff job descriptions and noted that staff and positions are listed on the back of the Lending Policy flyer.

- Erin presented copies of a salary study of clerical and librarian positions in Meredith and eight comparable communities (communities selected at the recommendation of Brenda Vittner, based on 2006 figures) and recommended steps and grades to address inequities based on this comparison. Her recommendations would be incorporated into the 2009 budget, a process which would begin in July, 2008.
- Erin distributed copies of an estimate for carpet cleaning service from Soot Busters. The rug must be cleaned annually to retain warranty. Erin will solicit quotes from several other firms.
- Erin discussed with the Board a proposed purchase of a screen/projector for the Meeting Room.
- Erin gave the Board copies of a proposed survey to be given to patrons regarding possible changes in the library hours and programs that could be offered.
- Erin proposed that the Friends of the Meredith Public Library sell the Book Lover's Calendar as a fund-raiser. The Board thought this was a good idea, and Erin will order 100 copies to go ahead with the proposal.

Old Business:

Duncan distributed a copy of budget encumbrances from the 2007 budget to be used in 2008. These figures follow a meeting Duncan and Erin held with Brenda Vittner, Meredith Finance Director.

New Business:

The date for a reception to introduce Erin Apostolos to the community as the new Library Director will be held on Saturday, March 8 from 11:00-1:00.

The Town Meeting will be held Wednesday, March 12; as a consequence, the next Trustee meeting will be held Tuesday, March 18.

The meeting adjourned at 8:38 on a unanimous vote, motion made by Rhetta and seconded by Duncan.