

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting – Tuesday, March 17, 2009

Trustees present: Laurie Brothers, Ann Butler, Vickie Carty, Rhetta Colon, Paul Eldridge, Duncan McNeish

Others present: Erin Apostolos, Director; Judy Hodges, Assistant Director; Jay Tivnan; Meredith Butler; Mike Doyle, Garaventa Representative

Chairman Paul called the meeting to order at 4:32 p.m.

New library trustee member Ann Butler was welcomed, and former board member Jay Tivnan briefly addressed the board. Jay gave Ann pertinent materials from his term as library trustee. Then Jay excused himself and was not in attendance for the remainder of the meeting.

Mike Doyle, who represents Garaventa , USA, addressed the board's concerns about replacement of the existing chair lift with two separate chair lifts, which he stated would be more user friendly. He clarified issues regarding the installation requirements of a 48-inch platform versus installation of one that is 41 inches. A special exception will be needed for installation of the lower lift.

Erin will schedule another meeting with the Governor's Compliance Committee, and she, Paul and Mike will present the board's request for approval of the new specifications. Ultimately, the entire project will have to be inspected by Ron Brigham, ADA State Inspector.

Secretary's Report:

The minutes of the February 10, 2009 meeting, submitted by Acting Secretary Laurie Brothers, were approved unanimously after a motion by Duncan and a second by Rhetta. Duncan also made a motion to approve the minutes of the special meeting convened on January 22, 2009, which Rhetta seconded. The vote was unanimous.

Treasurer's Report:

Duncan explained the report indicating that library investment funds were down, a reflection of the country's current state of economic affairs.

Director's Report:

IRS Compliance

Duncan, Laurie and Erin attended the February 13, 2009 meeting with Bob Westhope, IRS Compliance Representative, Austin, Texas (formerly of Portland, Maine). He presented a tutorial about tax ID numbers, tax rules and regulations, especially differences between New Hampshire and other states with regard to tax withholding practices. Forms the library may need to issue depending on the circumstances include W-2s, 1099s, 940s.

Heritage Garden

The Heritage Garden on the library's front lawn will involve the cooperative effort of the following:

- a. Friends of the Meredith Public Library, who will prepare the flower bed and also maintain it;
- b. Greater Meredith Program, which will purchase the plants;
- c. Paul Ristano, who will install the irrigation system.

Staff

Ann made a motion to approve the recommendation for the promotion of a staff member to Grade 4/Step 1. Rhetta seconded the motion, which after discussion, passed unanimously.

Summer Reading Program – Soup Kitchen and Humane Society

Erin has sent out requests to community organizations for funds for this endeavor, in which both adults, young adults, and children will log minutes to earn money to feed those who are in need. Fifty cents will be earned for each hour of reading. The goal is to reach 2000 hours, which will mean that \$1000 will be donated to charity at the end of the program. Participants will be able to select which organization (Soup Kitchen or Humane Society) will receive their donation.

Annual State Report

Paul signed the report, which Erin will submit to the state prior to the April 30, 2009 deadline. The board changed Number 98, Empowering Legislation, pages 15 and 16, a, b and c, which had been answered in the negative (No), to the affirmative (Yes).

Antique Clock

Erin asked for suggestions of reputable clock repair businesses. An antique clock, which is housed on the library mantle, needs repair. Ann will provide Erin with contact information for a firm in Vienna, VA, and Rhetta will provide information for one in Concord, NH.

Front Book Drop/ Glass Doors

Erin will get bids to seal the front book drop and also for installation of glass doors on some open shelves (in keeping with the "look" of the existing, antique glass-enclosed shelves)

Erin will contact Olde Window Restorers of Weare, NH about a definite starting date for the window project.

Duncan will confer with Trustee of the Trust Funds Barbara Clark about the status of any funds that may be available to the library and report his findings at the next meeting.

Erin will approach Meredith Director of Public Works Mike Faller about more signage for the library parking area.

New Business:

Paul, Erin and Duncan will meet with Acting Town Managers Brenda Vittner and John Edgar to work out budgeting matters concerning the library for the upcoming fiscal year.

Laurie has approached Inter-Lakes High School art teacher Janet Sangledolce about a library sponsored art contest with monetary prizes of \$100, \$50 and \$25 awarded in three categories (Grades 7-8, Grades 9-10, Grades 11-12). This would be a yearly event open to students from the Inter-Lakes School District only. All art would be displayed in the library for public viewing. Karen Henchey, Assistant Young Adult Librarian, will help coordinate this project.

Thank you notes were received from Interlibrary Loan and Periodical Librarian Susan Brackett and Children's Library Assistant Barbara Clymer, who were among the honorees given plaques by the board of trustees for their years of dedicated service at a recent luncheon.

Duncan suggested that the meeting time be changed from 4:30 p.m. to 7:00 p.m. This will be addressed at the April meeting.

Rhetta will meet with Karen Fuller, Meredith Village Savings Bank, to discuss fund raising ideas.

At 5:56 p.m., Laurie made a motion to adjourn the meeting; Rhetta seconded it. The vote was unanimous.

The next regularly scheduled meeting will be held April 14, 2009 at the Meredith Public Library at 4:30 p.m.

Respectfully submitted,

**Victoria A. Carty, Secretary
Meredith Public Library Board of Trustees**

