

**Minutes of the Library Board of Trustees
Meeting – Tuesday May 11, 2010**

Trustees Present: Laurie Brothers, Duncan McNeish, Vickie Carty, Paul Eldridge, Maribeth McEwan, Ann Butler.

Absent with notice: Rhetta Colon

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

Chair Paul called the meeting to order at 6:02 p.m.

The Secretary's Report:

It was moved by Duncan and seconded by Laurie that the April 13, 2010 Regularly Scheduled Meeting Minutes be approved as amended. The vote was unanimously in favor.

The Treasurers Report:

Duncan submitted his report and he explained the expenditures.

The Library Director's Report:

New Business

Budget Update:

Erin explained that she had not yet received the Budget Update from the town.

Copier Update:

After doing the requested research, Erin determined that it was cost effect to keep the current Copier Contract that we have. Vickie and Laurie asked how many toner cartridges we are going through per year, and Erin said we are using 4-6 cartridges per year. Vickie asked if they were being recycled, and Erin and Judy said no. It was suggested that they are recycled, and Vickie and Laurie will look into the cost effectiveness for that.

ILS Vendor Information:

Erin is still getting quotes from various companies about a computer operating system for the library.

Health Insurance Update:

The Town is now switching over to Harvard Pilgrim Health Plan for all Town Employees. Although some out of pocket costs will rise, the overall cost will go down by 6 %, while the quality and availability for better care will be available.

Update on Rotary Club Speech:

Erin spoke to the Rotary Club about the programs we have going on at the Library this spring and summer. Several people expressed interest in the events.

Summer Reading Program:

All the reading programs have been lined up for the summer. The theme this summer is “Water-based” and lines up with the rest of the state libraries. The Library received grant money from Target that will help cover most of the cost for these programs.

Old Business:

The Chair Lift:

The chair lift is now complete. The inspection will be on Monday, May 17, 2010 at 7:30 AM. There will need to be employee training on how to operate the lift, so that all library patrons can be accommodated.

We currently owe \$19,794.00 for the upper portion of the lift and \$14,865.00 for the lower portion of the lift.

At 6:30 PM Ann made a motion to go into Executive Session. It was seconded by Maribeth.

The Trustees remained in Executive session until 6:48 PM when Duncan made a motion to come out of Executive Session and Ann seconded the motion.

At this time Ann made a motion to seal the session, Duncan seconded the motion and the vote was unanimously passed.

Update on the Nichiporuk Memorial Fund:

Duncan informed the Trustees that the Nichiporuk Memorial Fund has now been transferred into IBC Wealth Management and the monies have been invested.

Art Show Update:

Laurie reminded us that the Art Show at the Library will be May 27th from 5-7 PM. She asked that all of the Trustees attend this event. Laurie asked for \$500.00 for prize money for the children and \$300.00 for money to buy the refreshments.

A motion was made by Vickie to provide the money for this event. The motion was seconded by Ann, and unanimously approved.

New Business:

NHLTA was attended by Erin, Ann and Friend President, Danielle Scott. Erin went to three lectures which included How to encourage volunteerism at the Library, how to fund raise for large projects and how to safeguard library funds.

We learned that we need to keep separate worksheets for Lost or damaged books, and for the use of library equipment.

Ann brought to the attention of the Trustees that the Town should be including the Library's Annual Operating Report in the Town Report each year.

Ann also discussed that we need to put in place a policy for receiving non monetary gifts as well as what to do with the gift after they become unusable to the library.

There being no further business before the Board, Paul entertained a motion for adjournment. A motion was made by Duncan and seconded by Ann.

The meeting was adjourned at 7:12 PM

The next regularly scheduled meeting of the Meredith Public Library Board of Trustees will be held on June 8, 2010 at 6:00 PM.

Respectfully submitted,

Maribeth J. McEwan,
Secretary
Meredith Public Library Board of Trustees