

# Meredith Public Library Trustee Meeting

May 10, 2011

The meeting was called to order at 6:03 PM

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

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

## 1. **Secretary's Report:**

A motion was made by Duncan to accept the Secretary's Report as presented. The motion was seconded by Ann, and passed unanimously.

## 2. **Treasurer's Report:**

Duncan explained the various balances in our accounts.

## 3. **Library Director's Report:**

- a. **Security Issues/Camera-** The Community Center and Middle School have both had issues concerning drug deals. The Town is going to install security cameras at every entrance in their buildings. Erin asked Phil if this includes the library, he told her that she needs to check with the trustees on that. Paul said he would look into this matter.
- b. **Fax machine-** There is a need for a new machine for the Staff to use. Ann said she has an old one the Library could have.
- c. **Long Range Plan-** Erin has been working with the staff to come up with a long range plan for 2011-2014 and would like trustee input. She will email the Trustees with her ideas.
- d. **New Staff chairs and work station redesign for Chris-** The Trustees asked Erin for more price alternatives on the chairs and the labor to convert Chris's work station. A motion was made by Ann to authorize the purchase of new Staff chairs, and for Chris's work station to be rebuilt, for the amount of \$850.00. Rhetta seconded the motion. The motion passed.
- e. **GMP Sign Grant-** This grant is due in November. Erin would like Trustee input by the end of August.
- f. **Town Appreciation Cook-out-** has been moved to June 7. It will not work for any of the Library Staff members. They will be at a workshop and it is a Tuesday, which is a busy day for the Library.

**g. Planting-** May 26 the Friends of the Meredith Public Library will be planting flowers out in front of the Library.

**4. Old Business:**

**a. Copier Update:** Copier update. The Trustees asked Erin to please get several more estimates on copiers, both black and white and color.

**b. CPR Class:** All staff except, Erin, Judy and Jessie will be attending the Town sponsored CPR class.

**5. New Business**

**a. Jessie:** She would like to work a shorter week. After reviewing the standard set by the Town the Trustees unanimously agreed not to have Jessie working a shorter week.

**b. Legislative:** At this time, it looks as though the plan to remove funding for the vans has been removed from the state budget since the money comes from a federal grant.

**c. Investing Town Trust Funds:** Barbara Clark, the Trustee of the Trust Funds, was asked if the Trust funds she holds on the Library's behalf could be invested for better income. It cannot.

**d. The Policy Committee Meeting:** Policy committee is June 2 at 6:30PM.

**e. The CIP Meeting:** will be on May 11, 2011 at 7:00 PM.

**f. Duncan noted:** that there were several things that need to be replaced, such as the heavy furniture chairs, and removed such as the TV cabinet and podium that are no longer used.

**7. Things the town currently does for the Library:** Payroll- Fica, withholding; compliance issues with IRS and State of NH; retirement; Insurance claims; worker compensation claims; Insurance enrollments- health, dental, etc.; unemployment claims with Federal Government.

**8. Building tour 4/29- discoveries:** Please refer to attached Building Maintenance sheet.

**9. New Officers:** Duncan nominated Rhetta Colon as Chair, Laurie Brothers as Vice Chair, Duncan McNeish as Treasurer, and Maribeth McEwan as Secretary for the current year. Ann seconded this, and the Trustees all voted in favor of this slate of Officers.

**10. The Trustees thanked Paul** for all his work as the Chair over the last few years.

**11.** A motion was made by Paul to adjourn the meeting. It was seconded by Laurie, and approved by all.

**The meeting ended at 7:52 PM**

The next regular meeting of the Meredith Library Board of Trustees will be on June 14, 2011 at 6:00 PM.

Respectfully submitted,

Maribeth McEwan

Secretary, Meredith Library Board of Trustees