

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting – June 17, 2008

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

Others present: Staff – Judy Hodges

Paul Eldridge called the meeting to order at 7:06 p.m.

Judy Hodges introduced new staff member Christopher Leland, Tech Services Librarian, to the board.

Secretary's Report: The minutes of the May 13, 2008 meeting were unanimously approved on a motion by Duncan and seconded by Laurie.

Treasurer's Report: Duncan presented the report as of June 17, 2008. He also reviewed expenditures and financial holdings, especially as related to the General Fund (Checking Account), semi-annual disbursements from the Beede and Leavitt Trusts, as well as encumbrances. He solicited the trustees' opinions regarding estimates for the following upcoming projects: window refurbishing, roof repair, and chair lift repair.

Director's Report: Judy asked if we are licensed to download discounted hardware from 501C3. Duncan replied that we might not be eligible because we're not completely nonprofit. Erin and Duncan will approach the town regarding this.

Duncan distributed Director Erin Apostolos' letter concerning a June 13 meeting with Norman Larson of Christopher P. Williams, Architects. Duncan and Judy were also present at the meeting. Duncan felt that if we hire this firm to do window and roof repair, Mr. Larson would be the person to oversee the projects and assume responsibility for their completion. Duncan indicated that these projects would assure energy savings and also promote safety on the library premises. He suggested that we get this work underway by November 1, 2008. In addition, Paul Eldridge will contact Stark Windows and the roofing company, Therrien of Concord, for estimates. All board members were asked to look into sources and /or provide suggestions regarding these maintenance projects for the July 8 meeting of the board.

Pat Plattner, who worked ten years in the Children's Library, has retired.

The Library Trustees minutes will be kept in one place in the library. Judy and Erin will designate both e-file and hard copy placement.

As a result of Erin and Duncan's attendance at the June 11 Capital Improvement Program Advisory Committee meeting, and since neither the chair lift nor the parking issue has been remedied, Duncan suggested the possibility of forming a library capital improvement advisory committee which would include input from town members.

Duncan circulated a Town of Meredith Project Identification Form regarding the library's chair lift need. Trust Fund monies will be considered for this project. Rhetta made a motion that we remove library parking from the CIP docket. Duncan seconded the motion. The motion passed.

Duncan made a motion that the \$354 for Wildlife Encounters and \$1000 for adult summer programs be paid out of the General Fund (checking account) when bills are due July 26, 2008. Rhetta seconded the motion, which was approved.

Duncan moved that equipment maintenance encumbered funds in the amount of \$1500 (#4143) be expended for the installation of the sound system, screen, mobile projector, laptop, and new refrigerator and that \$8,500 in Trust Funds be expended for the furnace. The vote was unanimous.

We are awaiting an estimate from Paquette Signs for refurbishment of the library's exterior sign.

The request for a patron, coin-operated copy machine was tabled.

Judy passed out bookmarks printed with the new library hours of operation. She reported that the new hours have been well received.

Paul stated that the \$20 Trustee Association fee is due. A motion to pay it was made by Rhetta, seconded by Laurie and passed.

Rhetta moved that the library be open Saturday, July 5; Vickie seconded it. The motion carried.

Paul Eldridge will contact Peter Rue about clock maintenance.

Duncan wants to revisit the legal opinion provided by Attorney Melissa Martin regarding trust funds and their expenditure; a copy of said opinion will be obtained from the archives for perusal at the July 8 board meeting.

Duncan introduced a portfolio investment opportunity suggested by Trevor Johnson of The Copeland and Johnson Group RBC Wealth Management, which pays a yield of 6.25% maturing in 2013. Paul raised questions about commission amount, and Laurie requested more information on a total for five years. The finance committee members will look into this time-sensitive matter.

The meeting was adjourned at 9:11 p.m. on a motion by Duncan, seconded by Rhetta and passed unanimously. The next meeting is scheduled for Tuesday, July 8, 2008, at 7:00 p.m.