

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting - July 8, 2008

Trustees present: Laurie Brothers, Vickie Carty, Dell Clough, Paul Eldridge, Duncan McNeish, Jay Tivnan

Others present: Staff – Erin Apostolos, Library Director; Judy Hodges, Assistant Library Director

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

Secretary's Report: Duncan moved that the minutes of the June 17, 2008 meeting be accepted as amended. Laurie seconded the motion which carried unanimously.

Treasurer's Report: Duncan who reviewed expenditures and financial holdings presented the report.

Library Director's Report: Erin reported that the Library's website had had 28,876 hits and that 40 patrons had signed up to use the audio book downloads. Since mid-May, we have had 68 downloads.

- a. Erin distributed draft copies of the Meredith Public Library's Long Range Plan requesting that trustees send her input so that the plan can be considered at the August 12th meeting of the board.
- b. Erin informed the board of the cost of leasing a public copier and the rationale for its installation. She will contact the company about the possibility of a one-year versus the proposed, five-year lease.
- c. One HVAC compressor has malfunctioned and Erin will call Caswell Corporation to service the unit. They require half of the \$1567 repair cost up front plus a \$140 service call charge. Duncan moved to expend one half the cost plus the service charge, Jay seconded it and the motion passed.
- d. Erin reported that there was a problem with the fire alarm when workers were doing furnace repairs on Monday. The town and library's phone service provider, Bayring, resolved the situation.
- e. Library patrons are enjoying the Adult Summer Reading Program initiated this year; Erin passed out a brochure outlining events scheduled for July 1 through August 23, 2008.

- f. Erin will get an estimate from the clock repairman at either the end of July or the beginning of August when he comes to Meredith to work on the clock at the Congregational Church.
- g. Furnace work will be completed by August 31, 2008. Duncan will contact Robert White on the board's behalf about the remaining timetable.
- h. The new computer table will arrive July 9, 2008. Erin suggested that there be a policy change regarding computer use agreements. User agreements will be kept on file for children only; user agreements will be posted at each computer station. Flash drive use will also be permitted.
- i. The chair lift is still malfunctioning; this will be revisited under Old Business.

Old Business:

The newly re-formed Friends of the Meredith Library (FML) have requested seed money from the account of the previous Friends' group. Laurie motioned to give the new FML organization the balance remaining in the old account and Jay seconded the motion. After discussion, Dell made a motion to amend the motion. She moved that the cost of the 100 FML tote bags purchased by the library to help the new organization raise funds be deducted from the original account total. Duncan seconded the motion. The motion passed as amended. Duncan will write FML a letter on behalf of the board stating our decision.

Duncan informed the board that the town has decided on a level-based budget for fiscal year 2008-2009. Library salaries are an issue, so we may have to state this to the Meredith Select Board. Duncan also reiterated that we would have to carefully monitor all budgets so that all purchase orders are covered. Encumbrances should not be touched until the furnace is paid for. Erin will meet with Brenda Vittner to ascertain payment of outstanding purchase orders and the budget in general and e-mail the board with the meeting results. Duncan will give Brenda the bills for the new computer table, *Dell* laptop, projection screen, and refrigerator.

The issue of Library Trust Funds was discussed. Copies of a legal document regarding the use of said trusts will be retained by each trustee and also by Town Manager Carol Granfield. A November 5, 2005 letter written by Laurie Brothers on behalf of the trustees to the Meredith Select Board was also distributed.

Erin will contact Christopher P. Williams, Architects, for a separate estimate for selective repointing of outside building masonry, window refurbishment and roof repairs.

Jay volunteered to serve on the Library Trustee Capital Improvements Program (LTCIP); preparation is also needed for the town's CIP meeting in September regarding the chair lift issue.

The budget committee reported that they voted against an investment proposal presented by Trevor Johnson of Copeland and Johnson Group RBC Wealth Management.

New Business:

Postcards listing pertinent information about library services will be printed and mailed to all patrons.

The meeting was adjourned at 9:12 p.m. on a motion by Jay and seconded by Duncan.
The motion carried.

The next scheduled meeting will be Tuesday, August 12, 2008 at 7:00 p.m.

