

## **Meredith Public Library – Board of Trustees**

Minutes of the Board of Trustees Meeting – Tuesday, July 14, 2009

Trustees present: Ann Butler, Dell Clough, Paul Eldridge, Duncan McNeish

Others present: Erin Apostolos, Director; Judy Hodges, Assistant Director

Chair Paul called the meeting to order at 6:13 p.m.

### **Jessie's Request for Education Reimbursement**

Jessie presented a request for education reimbursement for MLS degree courses. Duncan moved to provide \$1260 for one class beginning fall 2009, Ann seconded the motion. Discussion included reviewing the town education reimbursement policy, the desire of the Board for additional discussion at a future meeting to establish a library policy and funding. Passed unanimously.

Secretary's Report: Ann moved that the minutes of the June 9, 2009, meeting be accepted. Duncan seconded the motion, which passed unanimously.

Treasurer's Report: Duncan passed out a copy of the report to the board. It was discussed and placed on file.

Director's Report:

### **Adult Summer Reading Brochure**

Board members received and reviewed copies, Erin provided information on patron response which indicates excellent community participation.

### **Library Behavior Policy**

Duncan moved to accept, Dell seconded, unanimous approval. Policy will be added to the manual.

### **Town Policy for Employee Education Reimbursement**

Further research and discussion was agreed upon by the Board.

### **Safety Inspection**

Judy reported Ken Jones, Fire Chief, provided the library with a list of maintenance items that need attention and the cost of same will be born by the maintenance budget.

### **Clock Appraisal**

The wall clock in the front room was cleaned. The current value of the clock is \$1200. The original cost was \$27.50. The top piece is missing which reduces the value. It was made somewhere between 1871 and 1900.

### **Emergency Manual**

Duncan moved for provisional acceptance prior to approval by Ken Jones, Ann seconded. Discussion included possible insertions and corrections plus review by Kevin Morrow, Police Chief. Unanimous approval.

### **Staff Wish List**

Further discussion and research was agreed upon by the Board.

### Old Business:

### **Town Manager Update**

Currently narrowed to two candidates.

### **Heat in Basement**

Tabled to August meeting.

### **Roof Update**

First phase of three is complete.

### **Windows Update**

First floor is completed with natural finish.

### **MVSB, Hannaford, Citizens Report**

MVSB donated \$800, Hannaford provided a \$100 gift certificate, Citizens Bank declined to participate

### **Carpentry Update**

Cerutti Contracting suggested replacing the front door due to age, multiple changes, and condition of current door.

### **Historic Register Plaque**

The Board selected the option of a plaque with a historical explanation. The cost will be \$600+ based on the number of words used in the explanation. Final cost to be determined. The plaque will be placed by the front door with other plaques.

### **Trustee of the Trust Funds**

Annual disbursement of interest is anticipated to be \$1500-\$1600. Distribution of previous year's interest not distributed is expected in August and will be approximately \$15,000. Discussion on when future annual distributions might most benefit the library.

### **People Counter**

Erin provided current status and noted on Monday, July 13, 2009, there were 1,000 circulation transactions on Tuesday, July 7.

### New Business:

A self-published author has asked the Meredith Library to agree to inclusion in his new books "Ghost hunters field guide." He stated there will be 1,000 haunted places in the book.

Erin requested consideration for continuing education approval at BU for her Genealogy Certification. Classes commence in the spring (2010) for 14 Saturdays. Cost: \$2200. There does not appear to be a certified genealogist in the region.

Ann moved to adjourn the meeting. Dell seconded. Unanimous approval and adjournment at 7:53 p.m.

**The next regularly scheduled meeting will be held Tuesday, August 11, 2009 at the Meredith Public Library at 6:00 p.m.**

Respectfully submitted,

Ann Butler, Trustee  
Meredith Public Library Board of Trustees