

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting – August 12, 2008

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

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

The meeting was called to order by Duncan McNeish at 7:03 p.m.

Secretary's Report:

The minutes of the July 8, 2008 meeting were approved unanimously on a motion by Jay and seconded by Dell.

Treasurer's Report:

Duncan distributed a copy of the report.

Director's Report:

- By consensus, the November meeting will be held on November 18, 2008.
- The library will close on Wednesday, November 26 and Wednesday, December 24 at 2:00 p.m. It will close on Wednesday, December 31 at 5:00 p.m.
- The Friends of the Meredith Library will hold a book sale on August 23 from 9:00 a.m. until 4:00 p.m. Erin reported that the new organization's membership is growing.
- Erin presented the board with an artistic thank you letter from children who attended the very popular program *Wild Life Encounters*. She also distributed a report by Children's Librarian Jessie Wright and Assistant Young Adult Librarian Karen Henchey highlighting the results of their summer reading programs. All of the summer programs were very well received.
- Erin quoted an appraisal estimate for roof repairs from Christopher P. Williams Architects.
- Paul informed the board of a solution to the ice problem on a section of the roof. The repair would necessitate removal of a skylight before slate is applied. The board will seek bids for this project.

- The board will consult the Library Energy Audit for additional ways to conserve energy
- Erin asked Twin Rivers Office Machines, Inc. for a one-year versus five-year lease period for a public copier. This request was denied. Duncan moved that we contact them again, requesting use of the copier for a two-week, trial period. Jay seconded the motion, which passed 4-2.
- Erin supplied the board with prices from Garaventa USA for the “manufacture, delivery, installation, state certification and turnover of lifts as well as removal and discarding of the existing lift.” Erin will check on a variance regarding the installation of the chair lift.
- Meredith Fire Chief Ken Jones discussed fire safety procedures with the library staff. The PA system would be used in case of emergency. A quote from Orbit Satellite and Sound Systems about the repair of the PA system is forthcoming; Erin will find out about a two-way communication system as well. This will be voted on at the September meeting.
- The Library Trustee Financial Committee met July 31, 2008. Jay moved to adopt the staff salary schedule presented by the committee; Duncan seconded it. The motion carried.
- Paul requested Executive Session at 8:07 p.m. to discuss a public relations issue. Executive Session ended at 8:32 p.m.

Old Business:

Rhetta is working on the By-Laws and will have drafts for revision at the September meeting.

Duncan expressed concerns with furnace/ thermostat issues. He has contacted the repairmen involved, who said they would return to correct any malfunctions at no extra cost.

The Long Range Plan presented by Erin at the July 17th meeting was tabled until the September meeting.

New Business:

Duncan passed out copies of a letter regarding SB 377/ Prudent Investor Rule to Town Trust Funds. Paul and Duncan will notify the office of the NH Attorney General **in writing** that we will invest according to the prudent investor rule.

After discussion by the board, the Library Board of Trustees will meet **Tuesday, November 18** at **4:30 p.m.** instead of 7:00 p.m. Thereafter, **wintertime** meetings will be held on the second Tuesday of the month at 4:30 p.m.

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

The next scheduled meeting will be Tuesday, September 9, 2008 at 7:00 p.m.

Respectfully submitted,

Victoria A. Carty, Secretary
Meredith Public Library Board of Trustees