

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting – Tuesday, August 11, 2009

Trustees present: Ann Butler, Laurie Brothers, Vickie Carty, Delphine Clough,
Rhetta Colon, Paul Eldridge, Duncan McNeish

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

Vice-Chair Rhetta called the meeting to order at 6:05 p.m.

Christopher Leland's Educational Proposal

Christopher presented a handout outlining his objective to obtain a M.Ed. in Heritage Studies, Historical Preservation, from Plymouth State University, Plymouth, NH, beginning Spring 2010. Completion of this degree should take two years depending on course availability.

Secretary's Report: Duncan made a motion to approve the minutes of the regular meeting of July 14, 2009, which Dell seconded. Vote for approval was unanimous.

Treasurer's Report: Duncan's report was distributed and financial updates were discussed .

Director's Report:

Update on Problem Patron

Duncan suggested that Erin contact Genesis Health and Human Services for strategies in dealing with mental health issues. Paul and Erin will call a representative of Genesis tomorrow before proceeding with further action.

New Patron Packet

Erin handed out a draft of the new patron packet; suggestions and corrections were made, and the packet will be printed and distributed to our patrons.

Chair Lift Update

Approval for installation has been obtained and Garaventa will begin work as soon as it can be scheduled. Duncan suggested that Erin contact Garaventa representative Mike

Doyle for a payment schedule; Duncan will also discuss the payment issues with our financial advisor Trevor Johnson.

Draft of Policy for Staff Education Reimbursement

Ann moved that we assist Christopher Leland with his first course in Heritage Studies by providing \$1,372.00 beginning spring 2010. Rhetta seconded the motion, which, after discussion, passed unanimously. The trustees requested that Erin make modifications to the existing reimbursement policy to reflect input from the board members. A draft of the policy will be reviewed at the September meeting.

Upcoming Education Costs –Erin, Chris, Jessie (books?)

It was moved by Rhetta and seconded by Vickie to provide \$2,450.00 to fund Erin's course in Genealogy at Boston University. Vote was unanimously in favor.

Reading Room

This agenda item was tabled.

Old Business:

Trustee of the Trust Funds

It was moved by Rhetta and seconded by Laurie that we instruct Barbara Clark, Trustee of the Trust Funds, to issue a check in the amount of \$13,207.29 (interest due) to the Meredith Public Library's General Fund immediately. Vote was unanimously in favor. It was moved by Rhetta and seconded by Dell that we also instruct Barbara Clark to issue a check for \$1,400.00(annual interest) to the library's general fund annually on May 1. Vote was unanimously in favor.

Heat in Basement

After discussion, Rhetta moved that we employ Orkin and Family, Inc., who submitted a \$2,000.00 – \$2, 200.00 bid to install a vented oil heating system in the basement area; Duncan seconded the motion, which passed unanimously. Erin will also inquire about electric heat options for the function room area and report her findings at the September meeting.

Roof Update

Girard Leone completed the repair of the slate roof, but he discovered that a vent pipe is loose, emitting sewer gas fumes. He estimated that repair cost could be between \$2,750.00 and \$3,750.00. The board will review the plumbing schematics on file from Christopher P. Williams, Architects, before making a decision in this matter.

Window Update

All of the downstairs windows have been replaced; upstairs windows should be installed next week; the remaining work will then commence on the staff office windows.

Carpentry Update

Erin obtained three bids regarding repair and/or replacement of the library's front door and refinishing of oak cabinets. After discussion, Rhetta moved that we accept the bid of Michael Kender to proceed with the repairs; Laurie seconded the motion, which passed unanimously. Duncan noted that encumbered funds would be used to pay for this work.

Historic Plaque Update

The plaque should be ready for display next month.

Public Meeting to Accept Gift

This agenda item was tabled.

New Business:

CPR Training, Monday, September 21, 2009 (8:30 a.m.-5:00 p.m.)

Laurie made a motion that the board provide the \$25.00 per person training fee for library staff members only; Rhetta seconded the motion, which carried unanimously.

Veteran's Day Holiday, Wednesday, November 11, 2009

The library will be closed Monday, November 11, 2009. It is a paid holiday for members of the library staff.

Photo in *The Meredith News*

Director Erin Apostolos accepted a contribution for the library's summer reading program from Meredith Village Savings Bank representative Carrie Jordan. A photo of this occasion appeared in the August 6, 2009 edition of *The Meredith News*.

Library Director's Review (Closed Session)

At 7:55 p.m., Chair Paul called for non-public session to conduct the Library Director's annual performance review.

At 8:08 p.m., non-public session ended. Ann made a motion to seal the minutes for six months; Rhetta seconded the motion. Vote was unanimously in favor.

The next regularly scheduled meeting will be held Tuesday, September 8, 2009 at the Meredith Public Library at 6:00 p.m.

Respectfully submitted,

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