

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

Minutes of the Board of Trustees Meeting – Tuesday, September 8, 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

Treasurer Duncan called the meeting to order at 6:03 p.m.

### Secretary's Report:

Laurie moved that the minutes be approved as presented; Ann seconded the motion. A correction was noted concerning library closure on Veterans' Day, Wednesday, November 11, 2009. The August 11, 2009 minutes were then approved as corrected. by unanimous vote.

### Treasurer's Report:

Duncan explained recent deposits.

### **Presentation to Bernadette**

Paul Eldridge presented librarian Bernadette Loesch with a plaque thanking her for her of her 17 years of dedicated service to the patrons of the Meredith Public Library. As a further token of appreciation, she received an attractive basket filled with houseplants.

### Library Director's Report:

### **Budget Issue**

Erin presented a remedy to a budget error of \$12,346.59 made by the accounting office of the Town of Meredith. She distributed an outline to each trustee, which explained the measures she has taken to meet personnel and operational costs from September through December 2009. Duncan will notify Trevor Johnson of possible use of the Trust Funds to defray the cost of some necessary expenditures.

### **Capital Improvement Program**

Erin will submit the trustees' input concerning the CIP agenda to Town Manager Phil Warren, Jr. by September 25. The trustees wish to keep the parking issue on the agenda and delete the chair lift and repointing items.

**Phil Warren's Reception**

The reception to welcome new Town Manager Phil Warren, Jr. will be held at the Community Center, Tuesday, September 15, 2009 from 5:30 to 7:30 p.m. He has been invited to the October meeting of the Library Board of Trustees.

**Target and MVSB Grants**

A \$1,000 Target grant will be applied to library programs for 2010; the library is currently working on a grant with MVSB to purchase language-learning software.

**Cell Phone Use Policy**

Vickie moved that we accept the cell phone use policy; Duncan seconded the motion. After discussion, the wording of the policy was amended. It will read as follows: As a courtesy to fellow patrons, cell phone use in the Meredith Public Library building is prohibited. Please be sure to switch your phone off or to vibrate before entering the building. The motion passed unanimously.

**Historic Plaque Reception**

On Tuesday, October 20, 2009, at 10:00 a.m., The Friends of the Meredith Public Library will host a reception at the library to celebrate the installation of the library's historic plaque. Chair Paul Eldridge will deliver a speech to commemorate the occasion.

**Card Catalog**

Rhetta moved that Jessie Wright's request for a card catalog that has been discarded be approved. Ann seconded the motion. Vote was unanimously in favor.

**"Close Shave/ Meredith the First 200 Years" Donation**

The Montana Family is donating the movie, "Close Shave/ Meredith the First 200 Years" to the library along with the rights to make copies.

**November Meeting Change?**

The November 10, 2009 meeting will be held as usual; Assistant Director Judy will present the Director's Report.

Old Business:**Repointing**

Repointing will be placed on the Library Budget Wish List for 2010.

**Draft of Policy for Staff Education Reimbursement**

This item was tabled until the October meeting.

### **Chair Lift Update**

Erin presented a letter from Garaventa representative Mike Doyle, which outlined two means of hastening the installation of the chair lift:

1. If all monies are available, Garaventa can complete the entire project.
2. If we provide  $\frac{3}{4}$  of the monies now, Garaventa can install the lift from the downstairs area up as far as the non-fiction room.

We should be receiving \$17,500 in 2009 from the town towards this project, as well as another \$17,500 from the town in 2010, for a total of \$35,000. Rhetta moved that we select option two (2); Dell seconded the motion. Vote was unanimously in favor.

### **Heat in Basement**

Meredith Fire Chief Ken Jones stated that the portable electric heater purchased by the library for use in the function room must always be in an area clear of furniture and other materials and that someone must be in the room with it at all times while it is in operation; it must **always be unplugged** when unattended.

### **Roof Update**

Paul has contacted architect Christopher Williams about plumbing schematics for the leaking vent pipe.

### **Window Update**

Erin informed the trustees that staff area windows should be finished soon. Some encumbered funds as well as trust funds will be expended for this project.

### **Carpentry Update**

Michael Kender should complete all cabinetwork by September 19, 2009; the front entrance door will be finished September 22, 2009.

### **Public Meeting to Accept Gift – Paul Eldridge**

At 7:15 p.m., the trustees moved into executive session for discussion of this agenda item; at 7:17 p.m., Ann moved that the minutes of executive session be sealed for one year and that the board return to public session; Rhetta seconded the motion, which passed unanimously.

New Business:

**Holiday Hours of Operation**

The Meredith Public Library will close at 2:00 p.m., Wednesday, November 25, 2009; it will be closed Thanksgiving Day, Thursday, November 26, 2009 as well as Friday, November 27, 2009. The library will close at 2:00 p.m., Christmas Eve, Thursday, December 24, 2009. It will be closed Christmas Day, December 25, 2009; it will be open Saturday, December 26, 2009; the library will close at 5:00 p.m., New Year's Eve, Thursday, December 31, 2009; it will be closed New Year's Day, January 1, 2010, and it will be open Saturday, January 2, 2010.

**Non-Town Budget Library Expenses 2009-2010**

Erin distributed information pertaining to upcoming prioritized expenses, expenses paid in full, grant possibilities, and a "book budget" breakdown mid November 2009 through March 2010. Duncan will notify Trevor Johnson concerning possible expenditures from the Trust Funds.

**Letter of Resignation**

It was with deepest regret that Chair Paul accepted the resignation of Library Trustee Delphine Clough. The board thanked Dell for her many years of outstanding work on behalf of the Meredith Public Library.

Paul adjourned the meeting at 7: 32 p.m.

**The next regularly scheduled meeting will be held Tuesday, October 13, 2009 at the Meredith Public Library at 6:00 p.m.**

Respectfully submitted,

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