

Meredith Public Library – Board of Trustees

Minutes of the Board of Trustees Meeting - Tuesday, November 10, 2009

Members present: Laurie Brothers, Ann Butler, Vickie Carty, Rhetta Colon, Duncan McNeish

Members absent: Paul Eldridge, with notice

Others present: Judy Hodges, Assistant Director

Note: Director Erin Apostolos (absent with notice)

At 6:03 p.m., Vice-Chairman Rhetta called the meeting to order.

Secretary's Report: Duncan moved that the minutes of October 13, 2009 be approved as presented; Laurie seconded the motion, which passed unanimously.

Treasurer's Report: Duncan explained the report, which was placed on file.

Director's Report:

Donations/ Edward Corrigan

Donations have been made to the Meredith Public Library per the wishes of the family of Edward Corrigan.

Update on Barbara Clymer

Barbara is recuperating and the staff and trustees wish her well.

Stolen DVD Update

Per discussion with Ingrid Marsh, Senior Claim Representative, Local Government Center, Concord, NH, the library will not pursue claim reimbursement for the minimal amount of \$86.96. Director Erin Apostolos and the staff will decide where to store DVD disks so that theft will not occur again.

“No Parking” Signs and Winter

The town has requested that signs in the library driveway be removed to facilitate winter plowing.

2010 Budget Update

As of Friday, November 6, 2009, we have received no update.

Upcoming Christmas Programs

Judy distributed an outline of planned events that will occur between December 10 and December 22, 2009.

Color or Black and White Patron Folder?

The trustees decided that the color folder should be printed; if funds are not available, the Director will approach the board at the next meeting for funding.

Adult Volunteer Policy

A committee to investigate and promulgate policy in this matter will consist of trustees Laurie, Vickie, and Director Erin. Duncan volunteered to check with Brenda Vittner about the town's policy regarding financing of background checks. This committee will also seek to identify other library issues that may necessitate implementing or revising policy.

Accidents involving Jessie and Judy

The aforementioned staff members had mishaps involving narrow, built-in stairs and a door going into the staff area behind the desk. Carpenter Michael Kender is working on a proposal to make these areas safe. Ann voiced concern that we make sure that any changes do not jeopardize our historic designation.

Old Business:

Repointing

This item was tabled.

Drafting a Policy for Staff Education Reimbursement

Rhetta and Duncan investigated the policies of other New Hampshire libraries, which Rhetta collated. After contacting legal counsel at the Local Government Center in Concord, Duncan presented a rough draft entitled "Staff Education Support Policy." Rhetta and Duncan provided handouts of these materials, which board members will study in preparation for discussion at the December 8, 2009 meeting.

Chair Lift Update

The contract has been signed. Several Board members requested that additional information concerning the chair lift be sent to them via e-mail; Judy will relay said request to Director Erin.

Roof Update

This item was tabled.

Window Update

All windows have been installed.

\$12,000 Materials Purchases

Because of an honest mistake in the budgetary process, Director Erin has instructed the staff to refrain from ordering any materials after November 21, 2009. Laurie suggested that Erin obtain a line-item printout of expenditures from the town before the next Board meeting to facilitate the process of allocating monies effectively. Duncan and Erin will meet with Brenda Vittner on December 16, 2009. No encumbered monies will be spent until after said meeting.

RSA 202

This item was tabled.

Meeting With Lawyer

This item was tabled.

Dell's Replacement

In compliance with RSA 669:75 regarding a vacancy on the Board of Library Trustees, Maribeth McEwan's name has been forwarded to the Town of Meredith Select board for approval. Letters of thanks will be mailed to all those who expressed an interest in serving as a library trustee.

There being no new business, Laurie moved that the meeting be adjourned at 7:37 p.m.; Ann seconded the motion. Vote was unanimously in favor.

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

Respectfully submitted,

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