

Meredith Public Library Trustee Meeting

November 3, 2010

The meeting was called to order at 5:59 PM

Trustees Present: Paul Eldridge Chair, Duncan McNeish Treasurer, Maribeth McEwan Secretary, Ann Butler, Vickie Carty, and Laurie Brothers

Absent with Notice: Rhetta Colon, Vice Chair

Others Present: Erin Apostolos, Director, Judy Hodges, Assistant Director

Secretary's Report:

A motion was made by Duncan to accept the minutes of the October 12th meeting. Ann seconded the motion, and it was passed unanimously.

A motion was made by Duncan to accept the minutes of the October 21st special meeting, and this motion was seconded by Ann. It was passed unanimously.

Budget Update:

Duncan called this special meeting after considering the meeting he, Paul and Erin had with Phil Warren the last week in October about the Library's 2011 budget. The concern was that the other town departments were submitting level funded budgets for next year and that a \$ request for more than a level funded budget by the Library would be difficult to justify and defend in this economy.

A motion was made by Laurie to level fund our budget for the year 2011. This motion was seconded by Vickie.

The Trustees discussed the need to keep our expenses down due to the poor economy right now. The discussion weighed both the pros and the cons of adding money to our budget for next year.

After a lengthy discussion a vote was taken. Paul, Duncan, Laurie, Vickie and Maribeth voted to keep the budget at the same level this year as we had for the last. Ann dissented. The vote was passed.

Duncan will call Phil, and make an appointment to go in with Paul, Ann and Erin to bring our proposed 2011 budget in.

The Library Director's Report:

Workspace area for staff:

In an effort to gain work space for the staff, Erin is planning to remove one book case in the back and replace it with a work take that can be accessed on two sides. She is speaking with MAC-Durgin Business Systems to do the work and so far has an estimate of \$529.00.

Alarm Company:

Erin is still gathering estimates on changing to a new alarm company.

Heating/Air System:

Erin has spoken to the heating company and they will try to install thermostats around the library to keep the temperature balanced throughout the building.

Lakes Region Reads:

They had over 300 people at Interlakes High School for the event with Annie Barrows. The last event for the series will take place on November 6th at the Franklin Veteran's Home.

Accident Reports:

There was an accident involving the rocking chair in the children's room. Another accident, involving a patron on the granite steps, and a staff member slipped on the stairs. All were reported to Erin and the town.

Friends of the Library Update:

Beverly Heyduk had been selected as the interim President of the Friends, to replace Danielle Scott.

The Friends will be decorating a tree for the Altrusa Festival of Trees.

Currently the Friends have a balance in their account of \$6610.45. They have been having great success with the selling of books online.

Old Business:

ILS Update:

The ILS should be ready to install by February 4th at the latest. Meanwhile, Erin is receiving weekly updates and will be planning for a 4 day down time for the Library so that the staff can be trained and the system can be installed.

New Business:

Honor Roll Trust Fund:

This was tabled for this meeting.

Library Director Job Description:

Ann will do the review and then get back to the other Trustees.

Woodwork Cleaning:

It was brought to our attention that the woodwork near the front door is in need of deep cleaning. Erin will get an estimate from our cleaning service.

A motion was made by Ann to adjourn and seconded by Duncan. The meeting was adjourned at 7:26 PM

Respectfully Submitted,

Maribeth J. McEwan

Secretary, Meredith Library Board of Trustees.