

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

Minutes of the Board of Trustees Meeting -Tuesday, December 9, 2008

Trustees present: Laurie Brothers, Vickie Carty, Rhetta Colon, Paul Eldridge, Duncan McNeish, Jay Tivnan

Others present: Erin Apostolos, Director; Judy Hodges, Assistant Director; Jessie Wright, Children's Librarian; Chuck Palm, Meredith Selectman and Deputy Fire Chief; Ken Jones, Meredith Fire Chief

The meeting was called to order at 4:32 p.m.

Chuck Palm and Ken Jones conducted a thorough presentation on safety procedures in general and library policies for emergency situations specifically. The library staff will peruse the five-page packet provided by Chuck Palm and compile an Emergency Plan of Action Manual for the Library. Grants may be available for training of library personnel in CPR and use of defibrillators.

### Secretary's Report:

The Minutes of the November 18, 2008, meeting were approved unanimously on a motion by Duncan and a second by Rhetta.

### Treasurer's Report:

Duncan distributed the report showing balance on hand as of December 9, 2008.

### Director's Report:

Erin passed out a Leave of Absence request from Delphine Clough.

Duncan moved that the Front Library Sign refurbishment be put on hold until spring; Rhetta seconded the motion. The motion carried.

The Town of Meredith will meet to discuss the budget with the library in January, date to be determined.

The Staff Appreciation Policy dated November 18, 2008, was accepted on a motion by Rhetta and seconded by Laurie. The policy goes into effect January 1, 2009.

Olde Window Restorers of Wear, NH, has given us a bid for window refurbishment. Rhetta moved to accept the \$25,925.00 bid; Laurie seconded it. The motion carried unanimously.

The Board of Trustees approved the Director's Report, which will be published in the Town Report and distributed at Town Meeting in March.

Paul will write a letter to the interim Town Managers concerning Service Award plaques for the library staff.

The library has need of a part-time library aide. Duncan moved to hire someone as soon as possible; Rhetta seconded the motion, which passed.

Old Business:

Duncan and Paul will contact Police Chief Kevin Morrow and Fire Chief Ken Jones about the illegal parking issue.

Rhetta requested that we keep abreast of contributors of monetary gifts, so that the same company is not approached twice.

Duncan presented a handout outlining an Investment Policy for the Meredith Public Library. This policy, along with the Prudent Man Rule discussed at the November 18, 2008, meeting, will be voted on at the January meeting.

New Business:

Public monies may not be used for bereavement contributions.

Duncan suggested that the board host a breakfast for staff when awards for service are bestowed.

Duncan moved that the contract bid with Gerard Leone for the outside roof work on the rear of the library, scheduled to be done in the spring of 2009, be approved for the amount of \$10,480.00. Rhetta seconded the motion, which passed unanimously.

The meeting was adjourned at 6:35 p.m.

**The next scheduled meeting will be Tuesday, January 13, 2009 at 4:30 p.m. at the Meredith Public Library.**

Respectfully submitted,