

Meredith Public Library Trustee Meeting

January 11, 2011

The meeting was called to order at 4:36 PM

Trustees Present: Duncan McNeish, Maribeth McEwan, Ann Butler and Laurie Brothers, Rhetta Colon, Vickie Carty.

Others Present: Erin Apostolos, Director, Judy Hodges

Due to the absence of Chair, Paul Eldridge, Vice Chair, Rhetta Colon conducted the meeting.

Secretary's Report:

A motion was made by Duncan to accept the minutes as presented. The motion was seconded by Vicki, and passed unanimously.

Treasurer's Report:

Duncan presented the Trustees with his report, explaining the balances in the various accounts.

Library Director's Report:

Meeting Date Change: Due to Election Day falling on March 8th a motion was made by Duncan to move the Trustees Meeting to March 22nd. Ann seconded this motion and it was passed unanimously.

NHLA-READS: Erin is Chairing the READS Program. She attends several meetings a year to plan events, as well as keeps in touch via email. She feels that this helps her, not only in her job, but in guiding her staff at the Library.

Jessie Update: Children's Librarian, Jessie Ahlgren, welcomed baby, Simon Clarence Ahlgren. He was born on Saturday, January 8th, 2011 weighing 8 pounds 1 ounce and 22 inches long. Both mother and son are both doing well.

Town Report and Statistics: The Trustees liked the new format that Erin is using to present the report and statistics.

January Programs: The program, "History of skiing in New Hampshire" due to be presented on Wednesday Jan. 12th at 6:30 pm, which is part of the NH Humanities grant program, had to be postponed due to the storm that was forecast for January 12th.

Directors Report Continued.

Tot Time and one story time per week continues. Two adult book discussions and genealogy club are also continuing.

Old Business

Budget and Encumbrance: 2010 Overage estimated are at \$15,000.00 which will be used to purchase books and AV from January through March. Erin is working on the purchase orders with Brenda. There may be more money once 2010 bills are finalized.

ILS Update: Everything is on schedule. Roger from TLC will be here January 25 to work with Chris and Steve on software installation and Internet connections. At close of the business day on Jan. 25th TLC will be sent our final set of records. No new items will be added until we go live on the new system. Jan. 31st is our first training day.

We will train Jan. 31st, Feb. 1st and Feb. 2nd while the library is closed with an anticipated opening date of Thursday, Feb. 3. A trainer will stay on site that first live day in case any problems occur.

Alarm Company: The meeting with Bob of 1 2 3 Lock Key was due on Tues. Jan. 11 to be sure all is well for the switch over. Erin is still waiting for Bob to get back to her. We will then be notifying Capitol Alarm in writing that we are terminating service.

Staff Work Area Redesign: The redesign is completed. Erin is looking at buying some new chairs for this area.

Director's Evaluation: Ann made a motion that the Vice Chair appoint a Trustee to go over Erin's Evaluation with the Vice Chair Rhetta, and Erin, so that Erin can have her evaluation done before January 19th. Duncan seconded this motion, which passed unanimously.

Baptist Church Update: A discussion was held regarding the Baptist church and their desire to sell their property to the Library.

A motion was made by Duncan to send a letter to the Elders of the Church from the Library Trustees asking about the price they are asking for the church. The letter would be written by Treasurer, Duncan, Vice Chair, Rhetta and Secretary, Maribeth. The motion was seconded by Ann and passed unanimously.

Library Lighting Problems: Maribeth asked Erin if the Town had responded to our maintenance request regarding the changing of light bulbs both inside and outside of the Library. Nothing had been done.

Duncan will call Phil Warren and inquire about this maintenance problem and getting it resolved.

Maintenance Problems: There have been complaints from many people that the Library has developed a very bad smell. Erin is working on a Grant for an Air Exchange System that will remedy this problem; in the meantime the staff is using heavy air fresheners to aid this problem.

Trustee Evaluation: Our February 8th meeting will be a short Public Meeting, after which we will go into Executive Session and work on our own Evaluations of where the Trustees have been in the last year and where we would like to go as a group over the next 12 months.

A motion was made by Duncan to adjourn the meeting. This motion was seconded by Ann and the meeting was adjourned at 5:37 pm.

The next meeting of The Meredith Public Library Board of Trustees will be February 8th 2011 at 4:30 PM.

Respectfully submitted,

Maribeth J. McEwan