

Meredith Public Library- Board of Trustees Minutes of the Board Meetings July 8, 2014

Meeting called to order at: 6:00 PM

In attendance: Ann Butler, Paul Eldridge, Duncan McNeish, Rhetta Colon, Mary Richardson, Colleen Nolan.

Others Present: Erin Apostolos (library director), Judy Hodges (assistant library director), Matthew Gunby (administrative assistant)

Absent with Notice: Pam Coburn

Secretary's Report

Approval of minutes for June meeting tabled until next meeting.

Treasurer's Report

- ALA course paid through \$200 NHLA grant.
- 50% reimbursement for MPC report from the printer.
- Mackenson funds are up a little.
- Approval of report moved by Paul, seconded by Mary. Motion passes.

Library Director's Report

Financial Update:

Over budget of \$2500 grant for architect.

Circulation and Events Report:

- One drop-in for evening tech drop-ins, moving to Thursday at noon.
- Chris's technology training sign-ups continue to book a month in advance.
- Adult summer reading sign-ups have begun.
- Record number of sign-ups for children and teen reading.
- Staff picks now up in back hallway.

Friends Update:

Books for Friends' book sale organized.

Outreach Update:

- Karen and John visited local schools to promote summer reading program.
- Chris's technology classes at the senior center continue to have increased attendance.

Building Maintenance Update:

Erin met with Rich Jewett and Norman Larson.

- Project to be done in two parts.
- First part will be on the drainage and will start later this year, pending town approval in September.
- Main part of the project will begin next year, with RFPs sent out after the first of the year.
- Two parts: one focused on chimney/masonry/scaffolding and the other gutter/copper.
- Norman is working on the project plan for this.

Master Plan Committee:

Edits are proceeding on the Master Project Plan. Final draft should be completed within the week and will be sent to printer. Copies will be made for the Board of Trustees, Select Board and Town Manager.

Grant Updates:

Norman and Chris Williams are working on the design for the front of the library.

PR Updates:

- Press releases sent for adult and youth summer reading programs.
- A number of local businesses have given gift certificates as prizes for the youth summer reading program.
- No volunteers have been found who are willing and able to craft “Little Free Libraries.” Project may be tabled until after summer.

Old Business:

Library Masonry Update:

First phase will be drainage. Hopefully this should begin in September. Must be submitted to the town. Quote forthcoming.

Letter of Understanding Update:

- Select Board Workshop on Letter/Memo of Understanding occurred yesterday.
- Town Manager’s draft of the Memo of Understanding was brought to the workshop and discussed.
- Town Manager’s draft was emailed to Erin.
- Motion to table Memorandum of Understanding. Moved by Ann. Seconded by Duncan. Motion withdrawn.
- Motion to send an email to Phil Warren and the Select Board containing the following: “The Board of Trustees has received the MOU draft prepared by Phil Warren and sent to Erin Apostolos on 7/8/2014 and voted to submit it to legal counsel.” Moved by Paul. Seconded by Mary. Motion passes.

- Motion to send MOU draft and supporting documentation to legal counsel, Andrew Livernois. This includes link to video of MOU workshop, newspaper articles on the topic and Erin's RSA notes. Moved by Paul. Seconded by Mary. Motion passes.

GMP Sculpture Project Update:

The Greater Meredith Program placed a sculpture of a dragonfly in the library garden. The library is number 7 on the Meredith Sculpture Walk. This information has been put in a press release, the newsletter, and posted on the library's Facebook page.

Amazon Smile Update:

Liz Rhodenburg has completed the application process for the Friends of Meredith Public Library to be an Amazon Smile recipient. Erin will create a press release for this.

New Business:

Acceptance of Prudent Investor

Ann presents motion to accept Prudent Investor Rule and the updated investment policy, seconded by Paul. Motion passes. Letter to be sent to Terry Knowles.

Calendar Review of August

Budget committee to be formed in August.

September deadline for NH Charitable Foundation grant.

Erin working on building maintenance plan.

August meeting will be focused on Master Plan Committee final report.

Next Steps for Master Plan

Erin's recommendations:

- Surveying summer people was considered at the beginning and did not fit in the initial timetable. The initial considerations have not changed.
- Not ready for a pilot program for being open different days.
- Many of the programs suggested were already being implemented and others particularly the town calendar were not feasible.
- Library building program versus library building committee. Erin will contact Tom Ladd. Erin will email out report to the Board.
- Erin will talk to Liz Rhodenburg for how best to publicize library activities.

Peggy Flynn Memorial Garden at back entrance of the library motion made by Ann, seconded by Paul. Motion passes.

Duncan will meet with Glenna Lee to discuss the responsibilities of being an alternate. Erin will prepare a packet.

Minutes from last month will be forwarded to the trustees.

Erin will forward to Andrew Livernois all supporting documentation of the MOU.

Adjournment: At 7:29 moved by Paul, seconded by Duncan. Motion passes.

Next Meeting: August 12, 2014 at 6:00 PM

Respectfully submitted by Matthew Gunby