Library Trustee Meeting Minutes  
September 11, 2012

Trustees Present: Rhetta Colon, Duncan McNeish, Ann Butler, Colleen Nolan, Paul Eldridge

Absent With Notice: None

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

Called to Order 5:38 PM

Attorney-Client Discussion.

Meeting open to the public at 6:48 PM.

Motion to approve August 14, 2012 minutes as amended: Eldridge; Second: Nolan.  
Aye: all.

Motion to approve minutes from several past non-public sessions with the understanding that the transcription was not done by the then current secretary and was done by the acting secretary: McNeish; Second: Eldridge.  Aye: all.

Motion to approve Treasurer’s Report: Eldridge.  Second: Nolan.  Aye: all

Discussion of Library Director’s Report.

   Item g.  Motion to close the library October 26, 2012 with staff paid: McNeish;  

Motion to elect Nolan as vice-chair: Butler; Second: Nolan.  Aye: all.

Motion to elect Butler as secretary: Eldridge; Second: McNeish.  Aye: all.

Discussion of monthly calendar review and planning for CIP meeting.  Newspaper article did not include the $516,000 needed to maintain the library building; planning for brick repointing at next CIP meeting, Erin to get us on the agenda and determine meeting date, time and location.

Discussion Nichiporuk recognition: Eldridge to contact Craig Moriatry for memorabilia, discuss with the Friends and their open house.  Motion to obtain a Major Benefactor citation with plaques (2) at a cost of $300 paid from trustee funds: McNeish; Second: Eldridge.  Aye: all.

Motion to submit to the select board for appointment Coburn to replace Brothers, Richardson to replace McEwan, and Miller as an alternate: McNeish; Second: Eldridge.  Aye: all.
Motion to approve Procedure to Appoint Trustees Who Resign Midterm as written with changes as discussed: McNeish, Second: Eldridge. Aye: all.

Discussion on bylaws review with suggested changes emailed to Erin for the October agenda.

Motion to make Systems Librarian position an exempt status position based on US Dept. of Labor Fact Sheet 17A: Eldridge; Second: McNeish. Aye: all.

Motion to move to non-public sessions at 7:55 PM: McNeish; Second: Eldridge. Polled: Aye: all.

Motion to seal the minutes of the non-public session of September 11, 2012 for 25 years: Eldridge; Second: McNeish. Aye: all.


Meeting adjourned: 8:09 PM

Ann Butler
Secretary

Attachments

Approved: October 9, 2012
Library Trustee Meeting Agenda
Tuesday, September 11, 6:00PM

I. Secretary's Report (5 minutes)
   a. Approval of minutes from August 14, 2012
   b. Approval of minutes from several past Non-Public sessions

II. Treasurer’s Report (10 minutes)
   a. Approval of Report

III. Library Director’s Report (15 minutes)-Forthcoming email attachment
   a. Circulation and Events Report
   b. Friends Update
   c. Outreach Update
   d. Bathroom and Balcony Railing Update
   e. AC repair quote (2013 budget) except Jenny’s office and staff area
   f. Monthly Self-Appraisals
   g. Closing for READS Conference October 26, Friday.

IV. Old Business (10 minutes)
   a. Long Range Plan Review (Goals 5 and 6)-see attachment

V. New Business (20 minutes)
   a. Letter from Patron-see attachment
   b. Election of Vice Chair and Secretary
   c. Monthly Calendar Review (planning for CIP meeting)-Rhetta
   d. Nic Recognition
   e. Budget Committee Report
   f. Judy out in spring
   g. Talking Points for BOS meeting Packet-see attachment
   h. Trustee Resignations and Replacements and the BOS
   i. Policy Committee Report-Forthcoming email attachment
   j. Personnel Issue-Non-Public Session

VI. Adjournment
Next meeting: October 9, 2012 at 6PM
Meredith Public Library
Treasurer’s Report
Sept. 11, 2012

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 9/11/12- $ 9,071.98

RECEIPTS- deposited: 8/18- $ 216.00
  8/27-  196.00
  9/6-  145.45
  9/6-  101.48

$ 659.43

RECEIPTS FROM INCOME GENERATING EQUIPMENT:

Public Copier- $ 252.50
Fax- 38.00
Donations- 84.00
Earbuds- 9.00
Non-Resident- 210.00
Lost/ Damaged 63.93
Juvenile Donations 2.00

Interest, August 2012 .09

$ 659.52

EXPENDITURES:

Chase Card services- 359.32
Panasonic Finance Solutions- 44.63
Laconia Daily Sun 20.00
NHLa-Yals 40.00
NHLa- 5.00
Al Finn -reimburse 12.79
Gale 89.22
E. Apostolos- reimburse 100.00
L. Martin- reimburse 195.00
NHLa- Reads 310.00
Wescott, Dyer, Fitz 2,420.00

$ 3,595.96

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*Note: 15,000 disbursement from IF for balcony railing and bathroom renovations.*
Meredith Public Library
Director's Report
September 11, 2012

a) Circulation and Events Report-Our circulation was up in August. **We circulated 9981 items this August and 9398 last August.** We had **249 adults** participate in our August events including our book groups, Computer club, Genealogy Club, computer classes, and our summer reading programs including Getting Started in Genealogy, Genealogy-Lock-In, a NH Humanities Council lecture on Silent Films, a film showing and a class on Fall Garden Clean-Up. We had **163 adults** sign up for summer reading and six of them won tote bags filled with book-lover prizes sponsored by the Friends of the Meredith Library.

**Staff spent 15 hours answering 285 recorded reference questions in August.** About Christopher spent **13 hours in August assisting patrons with computer problems.**

Classes and Events for Youth in August included Tot Time, local NH children’s author Jennifer Ericsson, Pajama Party, Reading with Rocky, Super Sundaes and Starry Night Banners. **We had 138 participants in the events.**

b) Friends Update-The Book Sale was enormously successful with over $1400 earned. The Book Sale Committee is an amazing group; hard-working and very well-organized. The Fundraising committee is also fantastic. They have been working for months on the Book It 5K by finding sponsors, creating the running routes, advertising and many more jobs behind the scenes. There were 49 5K runners and about 50 running in the Inch Worm (including Duncan and Deb McNeish). At this time I’m not sure what the final total raised is. The Friends have also agreed to fund Flash Drives that we can sell at the desk. Chris said that he had a lot of questions from people about them. I found a distributor that will put our name and logo on them. They cost just over $6.00 each and we will sell them at the desk for $10.00 as another Friends fundraiser.

c) Outreach-Karen worked with the 7 Uppers this month as they continue reading **Little House in the Big Woods** and worked on a craft project related to the chapter. 27 children participated. She also worked with the Community Center to host a pajama party Read-a-Thon. Kids wore pajamas and snuggled in their blankets while munching on snacks and reading quietly. 22 children participated. The children’s room will also be working with the Altrusa club by creating ornaments for the Friends’ Altrusa tree. This year’s tree theme will be **The Hobbit** to coincide with the release of the movie. We will also be working with the Greater Meredith Program creating ornaments for the community Christmas Tree at Community Park.
Judy has organized a Book Repair workshop to be hosted here with fourteen NH libraries participating. Cherie continues her work with the Homebound. Chris and Judy are working on a plan to start teaching computer classes at nursing homes. I have finalized the plans for the READS Conference at Plymouth State University. Topics will include Intellectual Freedom, Free software for Librarians, Streamlining ILLs, Pinterest and READs-to-Go Kits.

We are participating in the Big Read in October. Libraries from across the state will all be reading stories by and about Edgar Allan Poe. For adults we are reading *The Poe Shadow* and *The Purloined Letter*. Rhetta Colon will be leading the book group to discuss them! We will also be showing a film *Poe: Last Days of the Raven*. I am teaching an Am I Related to Poe? genealogy class. Jenny has the Winni Playhouse coming to do some theatrical interpretations of Poe stories and the middle and high schools will be participating in a Raven Art Contest, culminating in a Raven Open House. These programs are advertised state-wide.

d) **Bathroom and Balcony Railing**-By the time we meet, the work will be done. Michael will be covering everything in plastic to protect against lead paint chips while doing the balcony work. Al has already painted the bathrooms and Don came in to see where are electrical panels are. We are good to go!

e) **AC Repair Quote**-Granite State Plumbing fixed the AC in Jenny’s office and in the staff area. I think we all forgot what a blessing cool air can be! It feels wonderful. Our previous contractor believed we’d have to replace the entire compressor to fix Jenny’s office and quoted us thousands to fix it. This contractor was able to find a small part to repair it. They were also able to repair the compressor for the staff area rather than replace it. I was able to use money budgeted for AC repair in the Town budget to do the work. Total charge $985.00.

There are further repairs to be done in the function room and the Children’s room for $2494.53. This I will try to incorporate into next year’s budget. I also asked Granite State to give us a plan to slowly upgrade our equipment. They are still working on it.

They also quoted us $1557.00 for an annual contract to service our equipment. This would also put us on a priority list for work. I asked them if this would include discounted rates for repairs and parts. It did not, but they are going to redraw the proposal and incorporate this. I have not received a new proposal as of yet. I believe we should go with Granite State for our annual contract. I will incorporate this cost into next year’s budget.
f) Monthly Self-Appraisals-

g) Closing for READS Conference-The staff has decided they would like to attend the conference, so I would like to close the library on Friday, October 26 for staff development.
Long Range Plan * Goal 5 * Services to Young Adult

Goal 5: Teens will view the library as a welcoming place that supports their special interests and developmental needs and invigorates their interests in reading for pleasure. No "own space"

Objective 1: The Young Adult Librarian will establish a collaborative project with the middle and/or high school. Goal has not been met. I’ve tried a few different times with no success. I am planning on approaching the school again.

Objective 2: The Young Adult Librarian will expand knowledge in collection development and teen programming by actively seeking training opportunities. Goals are being met, I have been taking different classes, listening to webinars and attending young adult library services meetings.

Objective 3: Increase funding for young adult materials by 25% by end of 2014. Funding is down by 29% since 2008. Suggest 2013

Objective 4: Teen library patrons will have a dedicated space designed for their unique needs. Goal has not been met.

Objective 5: The Young Adult Librarian will have $1000 to spend on Teen related programs by the end of 2014. The Friends have been giving $500 annually to Teen Programs which is significant because there is no money in the budget for Teen programs. Suggest 6500

*Since the objectives were last reviewed by Karen, Jenny has taken over as Youth Services Librarian with Karen as her assistant. Jenny has been successful and outreach to the Middle and High Schools and this will be updated on the Director’s monthly reports.

Job shadowing program
Nov. Book grp
Services to Children

Goal 6: The library will provide children of all ages with an array of materials and a variety of programs that foster a love of reading and intellectual inquiry.

Objective 1: The online catalog will be edited to list all materials by series.

Patrons can access catalogs and databases from home and search according to collection including book series.

Objective 2: At least one school visit monthly and information sent home with students about library activities monthly whenever possible.

Children's services at MPL have increased during the past year. More classes have been offered both inside and out of the library including schools (public and private) and the community center. Information is sent electronically to school to be incorporated into their newsletter.

Objective 3: Expand knowledge of children's room staff on Readers Advisory

Readers Advisory happens both directly and indirectly. Librarians and staff are able to suggest titles (read a-likes) to patrons quite comfortably and books/media are made available at each of the children's classes for circulation. Also, the children's collection has been rearranged in a more user friendly way to encourage circulation.

Objective 4: Expand online and media presence.

MPL's Children's Services' online presence has seen growth. Librarians post on Facebook and update the website keeping it current by adding photos, events and classes. The entire catalog is available online as well as a special children's version containing only the media in their collection and Encyclopedia Britannica Kids. Patrons can access catalogs and databases from home as well as check what classes are available.

Objective 5: Expand number of staff who offer programs to meet community needs.

The number of staff, offering classes to meet community needs, has not expanded.

Objective 6: Increase funding for children's material by 25 percent by end of 2014.

Funding for children's services is adequate and has not increased, but decreased at the turn of this year.

Submitted by Jennifer Stevens
Virginia Keysar  
63 Wesley Way  
Gilford, NH 03249  

Ms. Rhetta Colon  
91 Main Street  
Meredith, NH 03253  

July 25, 2012  

Dear Ms. Colon:  

"WOW" was the word my Wisconsin librarian friend kept using in our phone conversation. I was telling her why I was so happy to be a patron of Meredith Public Library. I had started by relating my satisfaction with the computer club and computer classes and went on to tell my friend about other events taking place at the library: the picnic on the lawn for young readers, the chance for children to hear a story read by a Friend of the Library, the "lockdown" and pizza party for the genealogy club, movie nights, and presentations offered by published authors.  

My introduction to the Meredith Public Library came when I signed up for Computer Club. I remember after the first class telling a visiting friend from the United Kingdom how thrilled I was to find someone offering lessons in computer skills. For those of us who did not use computers at work and who have no one around to guide us, these classes are a godsend!  

Another reason I like the Meredith Public Library is the professional way the patrons are treated. Over and over, I've seen lines forming at the checkout counter and almost instantly another librarian is there to help people get their books quickly. The library staff is friendly, efficient and helpful.  

I'm sure behind the scenes there is a lot of preparation and attention to details that make all these programs come together so well; I am grateful for all the hard work that provides excellent service and available, enriching program opportunities.  

I feel privileged to live near a library that is reaching out to so many age groups in such a timely, meaningful way. Kudos to all and thank you!  

Sincerely,  

Virginia Keysar
Once the Meredith Public Library Board of Trustees has received a letter of resignation from a trustee, they will begin a process resulting in candidate recommendations which will be presented to the Board of Selectman within sixty days. The process is as follows:

1. The trustees will advertise for candidates in local newspapers, on the Town and Library websites and social media tools, at the Friends of the Library meetings and at the library’s front desk that they are seeking candidates to appoint to the Library Board to complete the term of the resignee.

2. Interested candidates will be directed to pick up a packet at the Library’s front desk which will contain: a copy of the Board of Library Trustees Bylaws and Job Descriptions, a volunteer application, and any other materials that may be pertinent to the work of the trustees at that time. The packet will also contain a cover letter asking the candidates to submit a resume, a letter of interest and three references. The cover letter will also list a date which all of these materials will be due. The candidate will return these materials by that date to the Library Director who will hold them for the trustees.

3. After the due date, The Library Board will meet to review the applications and to choose viable candidates. They will call the candidates to set up individual interview times with each.

4. After all of the candidate interviews, the Board of Library Trustees will meet to create a list of nominees and then send that list to the Select Board.

5. The Select Board will then appoint a trustee from that list of nominees.

Draft September 11, 2012
Work Experience:

Free-lance Tutor/Editor, Bedford & Meredith, NH - 1985-2012
This has included:
- tutoring and coaching mature students, mainly women returning to academics to gain the credentials necessary for job advancement;
- proof-reading, critical commentary and developmental editing for a dual authored non-fiction book;
- collaborating in the creation of business plans, proposals and reports,
- generating and editing press releases, newsletters, resumes, menus and other documents for a variety of clients;
- copy editing for advertising agencies.

- Grades 7-12

Education:

Franklin Pierce College, Manchester Institute of Art and various community colleges in New Hampshire: business and computer classes, Spanish, creative writing, pottery, art.

Edinburgh University, Edinburgh, Scotland:
MA history high honors
Teacher qualification secondary (English and history)

Smith College, Northampton, MA:
BA history

Local Organizations:

Greater Meredith Program Design Committee
Friends of Meredith Library
Spindle Point Association
Meredith Community Garden Club

Interests:

Reading, gardening, walking, water & winter sports, drawing, travel.
The Meredith Public Library Board of Trustees will be contacting you before September 13, 2012 for an interview. Please note that you must be a resident of Meredith to serve on the board. Please submit a resume with this application to Meredith Public Library, PO Box 808.

Name:  PAMELA COBURN

Physical Address:  61 Spindle Point Road

Mailing Address (if different):  PO Box 1190

How long at present address?  Years: 7 Phone:  603 707 0801

Full-time, lifetime of summers

Briefly explain why you would like to be Library Trustee:
I have used this library since childhood. Additionally, I am indebted for the care library staff extended to my father in his later years. I feel it's time to give back. The library is a crucial and integral in the life of this town. It faces real challenges in planning the future. How to react to renovate the building to meet code and fund raising for same in addition to issues concerning technological innovations and the changing role of libraries in response to new needs of users.

Friends/Relatives employed by the Town or the Library:

Have you served on any previous boards? If, so which ones?  SPINDLE POINT ASSOCIATION, MEREDITH COMMUNITY GARDEN CLUB

References:  GINNY & MILLER LOVETT  279 7887

___

279-7887 Mille's wife
My name is Mary Richardson. I am a stay-home wife and mother of 4 children, Grace 11, Emma 9, Lily 6 and John 4. My husband, Mitchell, is a middle school history teacher at Holderness Central School. We have lived in Meredith for the past 14 years.

I graduated from Gilford Middle-High School and went to Manchester Community College in Manchester, CT. I returned to New Hampshire and continued my studies at the Laconia Technical College so that I would be able to complete my paralegal internship in the state. I worked my way through college paying as I went. I worked at Gilford Police Department as a dispatcher while completing my education and internship. I worked for several years as a paralegal in Estates and Trusts and in Real Estate for Quentin Blaine in Plymouth before I chose to stay home with my children. I worked on and off at night as a waitress/manager at Abondante, in Meredith, shortly after my oldest was born. I worked through the next three pregnancies, taking some time off after each was born, until the restaurant closed 2 ½ years ago. I am now enjoying the rest of my summer with my husband and kids before school begins in just under a month.

I feel that as a member of the Board of Trustees I would be able to take an active role in helping the library grow. As someone who utilizes so many of the library resources I feel like this would be a great way to give back to the Meredith Public Library.

I hope that as a member of the Board of Trustees I would be able to offer some insight to what a regular user of the library with children might want/need. I have been coming to story time at the library since my oldest daughter was very young, and bringing the others in their baby carriers. My younger children participate in the yearly story time and they all participate in the summer reading programs. My children truly enjoy this library and all of the activities it offers, even just reading and playing in the children’s room. I would enjoy the opportunity to help it grow into a library that they will continue to enjoy as they outgrow the children’s room.