

Library Trustee Meeting Minutes
January 8, 2013 Called to Order at 6:05 PM

Trustees Present: Duncan McNeish, Ann Butler, Colleen Nolan, Paul Eldridge, Mary Richardson, Pam Coburn

Alternate Trustees Present: None.

Absent With Notice: None: Kate Miller

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

- I. Secretary's Report (2 minutes)
 - a. Approval of minutes from December 11, 2012
Motion: Butler; Second: Richardson. Aye: All
- II. Treasurer's Report (2 minutes) (attached)

Investment statements were unavailable at the time of the meeting.

 - a. Approval of Report
Motion: Butler; Second: Coburn. Aye: All
- III. Library Director's Report (10 minutes) (attached)
 - a. Circulation and Events Report: perhaps this circulation is down due to children's events being held in the function room and the media is on the top floor.
 - b. Friends Update
 - c. Outreach Update
 - d. PR Update
 - e. Historic Minutes
- IV. Old Business (45 minutes)
 - a. CIP Sub-Committee-Colleen and Erin-Meeting with John and Brenda 1/10 – Discuss will be toward putting brick work on 2014 CIP.
 - b. Stairwell Expansion vs. Sprinkler System-Colleen and Erin-Ken Jones contacted about this. The fire marshal is unwilling to provide the Trustees with a written requirement of the work that needs to be performed. The Trustees cannot act without directive from the Meredith and/or state fire marshal.
 - c. Trustee Bylaws-Erin- (attached)
Motion to approve revised bylaws: Eldridge; Second: McNeish. Aye. All.
 - d. "Moonlighting" Policy and legal wording- Duncan and Paul-tabled and sent to Policy Committee
 - e. Letter of Understanding – awaiting Personnel Policy to come out of Policy Committee. Policy Committee scheduled to meet 1/17/13.
 - Personnel Policy Draft-Tabled to February
 - f. Trust Funds RFP-Paul –Discussion resulted in deciding to use the Howe RFP modified to for Meredith. RFP will be sent to names submitted to

Erin, posting on the website and publication in the newspaper. Nolan to contact Dick Pendergast to ask if he would be willing to review RFP responses on a volunteer basis.

- g. Expendable Trust Fund Warrant Article Ed Hibbard-Paul—Discussion produced the decision to prepare a warrant article for 2014 and then submit to Ed Hibbard for approval.
- h. Part Time Vacation Policy-rolling over time-Erin and Judy-Sent Jan. 2 (attached) Motion to approval policy with grammatical corrections: Butler; Second: Eldridge. Aye: All.
- i. Encumbrance-Suggested Changes-Erin and Duncan (\$9,325 materials POs; remainder (about \$3500.00) to ILS PO. Use \$3500 in 2013 town budget that was for ILS for Building Maintenance. Motion to approve changes: Butler; Second: Nolan. Aye: All.

V. New Business (30 minutes)

- a. Preparing for an Intruder at the Library-Erin Trying to get Chief at staff meeting. A Meredith police officer will attend.
- b. Master Plan Committee – Discussion to contact Norm Larsen for name of charette facilitator. Peter Benson is the Regional Coordinator for the NH Charitable Foundation Grants.
 - Shared Vision (future of library: stay or go? Stay for a while and go?)
 - Secure a facilitator/Consultant
 - NH Charitable Foundation Grant
 - Review 2012 Immediate Needs
 - Jackie and Norm Reports

VI. Adjournment

Mtion to adjourn: Eldridge; Second: Butler. Aye: All.

Adjourned: 6:52 PM

Ann Butler
Secretary

Attachments

Approved:

Library Trustee Meeting Agenda
Tuesday, January 8, 6:00-7:30PM

- I. Secretary's Report (2 minutes)
 - a. Approval of minutes from December 11, 2012
 - II. Treasurer's Report (2 minutes)
 - a. Approval of Report
 - III. Library Director's Report (10 minutes)
 - a. Circulation and Events Report
 - b. Friends Update
 - c. Outreach Update
 - d. PR Update
 - e. Historic Minutes
 - IV. Old Business (45 minutes)
 - a. CIP Sub-Committee-Colleen and Erin-***Meeting with John and Brenda 1/10***
 - b. Stairwell Expansion vs. Sprinkler System-Colleen and Erin-***Ken Jones contacted about this.***
 - c. Trustee Bylaws-Erin-***Sent Dec. 12***
 - d. "Moonlighting" Policy and legal wording- Duncan and Paul
 - e. Letter of Understanding
 - Personnel Policy Draft-***Tabled to February***
 - f. Trust Funds RFP-Paul
 - g. Expendable Trust Fund Warrant Article Ed Hibbard-Paul
 - h. Part Time Vacation Policy-rolling over time-Erin and Judy-***Sent Jan. 2***
 - i. Encumbrance-Suggested Changes-Erin and Duncan (***\$9,325 materials POs; remainder (about \$3500.00) to ILS PO. Use \$3500 in 2013 town budget that was for ILS for Building Maintenance.***
 - V. New Business (30 minutes)
 - a. Preparing for an Intruder at the Library-Erin ***Trying to get Chief at staff meeting.***
 - b. Master Plan Committee
 - Shared Vision (***future of library: stay or go? Stay for a while and go?***)
 - Secure a facilitator/Consultant
 - NH Charitable Foundation Grant
 - Review 2012 Immediate Needs
 - Jackie and Norm Reports
 - VI. Adjournment
- Next meeting: February 12, 2013 at 6PM; Special meeting January 14 at 9AM.

**Meredith Public Library
Treasurer's Report
January 8, 2013**

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 1/8/13- \$ 14,414.04

RECEIPTS- deposited: 12/13- \$175.95
 12/19- 85.00
 12/17- 186.49
 1/3- 56.80
 1/3- 1049.74
\$ 1,553.98

RECEIPTS FROM INCOME GENERATING EQUIPMENT:

Public Copier-	\$ 142.30	
Fax-	17.00	
Donations-	159.00	
Earbuds-	2.00	
Non-Resident-	160.00	
Lost/ Damaged-	23.94	
Dudley Leavitt Trust disbursement-	1,049.74	
Interest, Dec. 2012	.11	\$ 1,554.09

EXPENDITURES:

Chase Card services-	898.26	
Panasonic Finance Solutions-	44.63	
Gale	28.04	
Jane Rice (book)	15.00	
		\$ 985.93

8647'12
10,213 grants

4,570'12 average 2012

Meredith Public Library
Board of Trustees Bylaws
Draft January 8, 2013

ARTICLE I: NAME

This organization shall be called the Meredith Public Library Board of Trustees (herein referred to as the Board). It will exist by virtue of RSA 202 of the Laws of the State of New Hampshire and exercise the powers, authority, and responsibilities delegated to it under this statute.

ARTICLE II: MEMBERSHIP

- Section 1: The Board shall consist of seven (7) members, elected according to RSA 202-A: 6. The Board may also have no more than (3) alternates who may serve as a voting member of the Board should they be needed to attain a quorum. They may also serve on committees or as committee chairs.
- Section 2: Vacancies on the Board will be filled in accordance with RSA 202-A: 10.
- Section 3: Trustees shall not be compensated for services rendered as a Trustee.

ARTICLE III: OFFICERS & THEIR DUTIES

- Section 1: The officers shall be Chair, Vice-Chair, Treasurer, and Secretary. The officers of the Board shall be elected at the first board meeting held after the town meeting and serve until the next town meeting. Officer positions should not be held for more than three consecutive terms unless approved by the Library Board of Trustees. *The positions of Vice-Treasurer or Vice-Secretary shall be created at the discretion of the Trustee Board to temporarily replace the Treasurer or Secretary when he/she is unable to perform his/her duties.*
- Section 2: Officers' positions may rotate each year among the Board members.
- Section 3: Any officer vacancy which occurs during the year shall be filled at the next regular meeting or at a special meeting called for that purpose.
- Section 4: The Chair shall preside at all meetings, authorize calls for special meetings, appoint all committees except those made by a motion and passed by a majority, and perform all duties associated with this office. The Chair will meet at least once a month with the Library Director to develop an agenda for the next Board meeting. At least five days before the meeting, each Trustee shall be provided with a copy of the regular meeting agenda and any other relevant material. The Chair may call for a motion, second, and vote upon any proposal before the Board. The Chair shall be an authorized signature on all trustee accounts.
- Section 5: The Vice-Chair shall act in the absence of the Chair. The Vice-Chair shall act as the Chair of the By-law and Policy Review Committee.

- Section 6: The Treasurer shall be responsible for all monies received as income from gifts, activities and trust funds and shall act as the Board liaison with the Town Finance Director about Library finance and budget issues. The Treasurer shall consult with the Library Director regarding coding and approving bills for submission to the Town for payment and preparing the annual budgets. As disbursing officer of the Board, the Treasurer shall sign all checks and provide written financial reports to Trustees on or before the monthly meeting, shall accept the interest due on trust fund income handled by the Trustees of Trust Funds and will act as liaison to the account manager for the Library Trust Funds. The Treasurer will be Chair of the Budget Committee.
- Section 7: The Secretary shall keep minutes of all meetings of the Board and send copies of these minutes to members of the Board at least five (5) days prior to the next scheduled meeting. The Secretary shall also post minutes at required public locations no later than five (5) days following a meeting or as required by statute. The Secretary shall see that all minutes are on permanent file at the library and perform other such duties as are generally associated with that office.

ARTICLE IV: MEETINGS

- Section 1: The regular meetings of the Board shall be held at the Meredith Public Library or such other place as the Board may determine. The meetings shall be held on the second Tuesday of each month at a time determined by the Board. Date and time may be changed at the discretion of the Board.
- Section 2: Special Board or committee meetings may be held at any time at the call of the Chair or any three committee members.
- Section 3: All Trustee meetings shall be posted twenty-four (24) hours in advance of the meeting and shall be open to the public in accordance with RSA 91.
- Section 4: Trustees are expected to attend all board meetings. Any Trustee with three unexcused absences during the year between town meetings may be asked to resign by the Board. Absences shall be considered excused if prior notification is given to the Chair of the Board, the Vice-Chair, or the Library Director.

- Section 5: A quorum for the transaction of business at any board meeting shall consist of four (4) members of the Board. An affirmative vote of the majority of all members present at the time will approve any action before the Board.
- Section 6: The latest edition of Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

ARTICLE V: TRUSTEE DUTIES

- Section 1: The Trustees, with the help of the Library Director, shall acquaint themselves with the general trends in library developments to assure that the best quality library services are provided to the community. Each trustee will attend at least one workshop or conference annually related to Library Trustee development.
- Section 2: The Trustees, as the governing body of the Library, shall be responsible for the following:
 - a) Hiring and firing of the Library Director and Assistant Director.
 - b) Determining or revising policy every two (2) years or as needed, which governs the operations and programs of the Library.
 - c) Formulating an annual budget for presentation to the Meredith Board of Selectmen and formulating an annual Trustee Budget.
 - d) Procuring of adequate financial resources from the Town.
 - e) Expending Town funds, trust funds, and all monies appropriate for the use of the Library.
 - f) Accepting gifts and donations.
 - g) Maintaining and determining future development of the physical plant of the Library building.
 - h) Attaining and maintaining the standards recommended by the NHLTA and ALA.
 - i) Reviewing bank and investment statements monthly.
 - j) Reviewing the Spending and Investment Policies annually.

ARTICLE VI: LIBRARY DIRECTOR

- Section 1: The Board shall hire a qualified Library Director and an Assistant Director who shall be the executive administrative officers of the library.
- Section 2: The Director shall have the authority to hire and fire employees without prior Board approval, provided that such action be reported to the Board and affirmed at their next regular meeting.
- Section 3: The Director shall be held responsible for proper direction and supervision of the staff, for the care and maintenance of library property, the proper and adequate selection of library resources in keeping with the policies established by the Trustees, and for the efficient provision of library service to the public.
- Section 4: The Director shall provide monthly written and verbal reports to the Board regarding library operations.

ARTICLE VII: COMMITTEES

- Section 1: The Chair shall appoint committees for such specific purposes as the business of the Board may require. Each committee will be discharged upon completion of its purpose after it has given a final report to the Board.
- Section 2: Committees will make regular reports on their progress to the Board.
- Section 3: No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the Board.

ARTICLE VIII: AMENDMENTS

These by-laws may be amended by the majority vote of all members of the Board provided that written notice of proposed amendment, alterations or repeals shall have been provided to all members at least five (5) days prior to the meeting at which such action is proposed to be taken.

Meredith Public Library
Director's Report-January 8, 2013

- a. Circulation and Events Report-**Our circulation was down in December and down for the year over all. **We circulated 5,930 items this December and 6,884 last December. For year-end we had 91,951 in 2012 as compared to 93,102 in 2011 for a difference of 1151 or 1%.** Judy has analyzed this by collection and we have found that non-fiction and juvenile books are down in circulation. I believe the non-fiction circulation will continue to trend down as a lot of people look up information on the Internet. This is the first time juvenile books have been down from the previous year since I started here. I believe this is largely due to the fact that our juvenile events are being held seven levels below the children's room. Most parents simply pack up their children and leave after an event.

In December we tend to have limited adult events as they are not usually well-attended. We had 33 adults attend Judy's Book Group, Genealogy Club, and Computer Club. We had **171 youth participants** in the following classes: Tot Time, ABC and Me, Writing Workshop, Gingerbread House Decorating and Artsy Saturdays.

Staff spent 4 hours, 10 minutes answering 95 recorded reference questions in December. Christopher spent **6 hours in December assisting patrons with computer problems.**

- b. Friends Update-**The Friends have not met since the Open House December 1.
- c. Outreach-**I am continuing to work with the ILS "Community Outreach" branch of their Master Plan Committee. We have created a survey about outreach and volunteerism to be distributed throughout the community. I will be speaking at the Lion's Club in Moultonborough on Monday, January 7 about Getting Started in Genealogy to approximately 60 women.

Judy continues to work with Inter-Lakes Schools to bring the seismology project to the library. She was turned down by the NH Electric Co-op for a grant, though they did ask her to call to discuss it with them. She is waiting to hear back on other sources. Jenny worked with Patty Browher, teacher, to host another writer's workshop. 11 attended. Jenny continued her work with the Lakeland School and Karen with the Inter-Lakes Daycare and the 7-Uppers.

- d. PR Update-**I called the editor of the Laconia Sun to find out why other libraries' calendar events were appearing in the paper, but ours hadn't since the summer. Several e-mails to him had gone unanswered. The editor explained my articles were too wordy and suggested how I can edit them. I followed his advice and our events have been appearing in the calendar section since December. January is National Hot Tea month. I sent press releases to all local

papers and radio stations for our upcoming event featuring Hetty Startup and the History of Tea. We have a display of tea books and my book group will be reading a book about tea.

- e. **Historic Minutes**-While reading through the historic minutes I discovered that fifty years ago the library was having difficulty with outreach to the high school. The trustees offered to send the bookmobile there, but the high school declined. In discussing the outreach issue at the ILS planning committee, I was told that principals act as “gate-keepers” for all the offers of “help” they get from the community. It has occurred to me that rather than forcing ourselves upon institutions that really don’t want or need our help, perhaps it’s time to find out where in the community our help is truly needed. Perhaps this is something to think about when creating our survey.

Meredith Public Library Part Time Leave Policy

- Part time staff does not receive paid vacation, sick, or holiday leave.
- If the library is closed due to inclement weather or a power outage, part time staff will be paid for their normal working hours that day. Part time staff may also be paid for meetings or training upon approval of the Library Director or the Library Board of Trustees.
- Part time staff receives two weeks of unpaid vacation per year, pro-rated. This time off must be requested at least two weeks in advance. Any time taken between Thanksgiving and New Year's must be requested by October 31 of that year.
- Part time staff may roll over one week of vacation into the next year, but it must be used in its entirety at the end of the next year.
- If a part-time staff member decides it is not possible to work for any reason, they cannot make up their time. However, they may ask to switch shifts with another part time staff member with approval from the Library Director or the Assistant Library Director.
- Sick leave is separate from vacation leave. Any illness lasting longer than three days may require a note from a doctor in order to return to work.
- Part time staff asked to work extra hours during the week can bank those hours to be used as unpaid time off by the end of the year. (For example, if you are asked to work five extra hours in one week, that time is banked and can be used to take five hours off during the year as extra vacation time. Time off must be requested two weeks in advance.)
- Part time Staff receive an extra day off per year as part of their Staff Appreciation. This day off is to be taken on or 30 days after their birthday and must be approved by the Director or the Assistant Director at least two weeks in advance. It is pro-rated based on the amount of hours a staff member works each work, with a minimum of four hours off. For example, if a staff member works 25 hours per week, they will receive five hours off for their birthday. But if they only work 15 hours per week, they will receive four hours off.