Library Trustee Meeting Minutes  
March 5, 2013  Called to Order:  6:05 PM

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

Alternate Trustees Present:  None.

Absent With Notice:  Kate Miller

Absent Without Notice:  Paul Eldridge

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

Introduction of John Locke.

Motion to approve the minutes of February meeting:  McNeish ; Second:  Coburn  Aye: all.

Motion to approve the treasurer’s report:  Nolan; Second:  Coburn.  Aye:  all.

Library Director’s Report

Item f.  Motion to hire a Fire Protection Engineer for $2200:  Butler; Second: Richardson:  Aye: all.

Item h.  RFP deadline 04/01/2013

Item i.  Awaiting quote from Don Sinclair

Item m.  Panic Bar $484.50 Buzzer $240.00.  Motion to approve:  Butler; Second: Nolan.  Aye: all.  Motion Counter: $489.99  Motion to approve:  McNeish; Second: Coburn.  Aye: none.  Nay: all.  Suggest asking the Friends for these funds.

Old Business.

Item a.  no estimates received

Item b.  Facilitator search has shown the need for a strategic planner and a fundraiser. Research will be continued by McNeish.

Item c.  Motion to add amendments to Town personnel policy to apply to library staff: Butler; Second: Coburn.  Aye: all.

Item d.  Motion to send ETF Warrant Article to Ed Hibbard:  Nolan; Second: Richardson.  Aye:  1; Nay:  3; Abstain:  1.

Item e.  Tabled

Item f.  Sent to Policy Committee.

Item h.  Send to Select Board with Personnel Policy

New Business.

2013 Trustee Goals:  Understanding Investments/Spending and drafting policies; Creating a building maintenance plan; Building communication between Town and Library; Creating a master plan.  Master plan item tabled.
Invite Select Board for Library tour 4/1/2013 9:00 AM include Phil

Motion to adjourn: McNeish; Second: Richardson. Aye: all.

Meeting adjourned: 7:57 PM

Ann Butler
Secretary

Attachments

Approved: __________________
Library Trustee Meeting Agenda  
Tuesday, March 5, 6:00-7:30PM

I. Meet John Locke

II. Secretary’s Report (2 minutes)  
a. Approval of minutes from February 13, 2013

III. Treasurer’s Report (2 minutes)  
a. Approval of Report  
b. MS-9 and MS-10 Update-Duncan

IV. Library Director’s Report (10 minutes)  
a. Circulation and Events Report  
b. Friends Update  
c. Outreach Update  
d. PR Update  
e. Monthly Self-evaluations  
f. Fire Protection Engineer  
g. RFP for Brickwork  
h. Financial Advisor RFP Update  
i. Loose Back Railing and Egged Windows  
j. Fire Extinguishers  
k. Meeting with Mike Faller and Paul Ristaino  
l. Light Fixtures  
m. 123 Lock Key  
n. Bound Trustee Minutes

V. Old Business (45 minutes)  
a. CIP Draft Brick Work Proposal-Erin  
b. Facilitator Search-Duncan  
c. Policy Committee-Amendments to Town Personnel Policy and Draft Investment Policy-Colleen, Ann, Erin  
d. Expendable Trust Fund Warrant Article Ed Hibbard-Paul  
e. Next Master Plan Meeting  
f. Library Director Review Form (Review due in June)-Ann  
g. Meeting with Phil Warren and Miller Lovett-Rhetta and Erin-See Notes attached  
h. Letter of Understanding

VI. New Business (15 minutes)  
a. Four Proposed Trustees Goals for 2013  
  • Understanding Investments and Spending and drafting policies  
  • Creating a Building Maintenance Plan  
  • Building Communication Between Town and Library  
  • Creating of Master Plan  
b. Review of March Calendar-See Attached

VII. Adjournment—Next meeting: April 9, 6:00PM
## Library Operation Costs - Trustee Fund 2013

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Copier</td>
<td>$536.00</td>
</tr>
<tr>
<td>December Materials</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Front Sign</td>
<td>$1,464.00</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Master Plan Related Costs</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$500.00</td>
</tr>
<tr>
<td>Misc. Repairs</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Periodicals</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>$300.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staff Development</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staff Meetings</td>
<td>$600.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Trustee Development</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Volunteer Tea</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,900.00</strong></td>
</tr>
</tbody>
</table>

### 2012 Library Income

| Petty Cash Income | $2,324.30 |
| Lost/Damaged Items | $861.31 |
| Fax               | $306.40  |
| Donations         | $2,299.11 |
| Earbuds           | $66.00   |
| Non-Resident Fees | $2,790.00 |
| Petty Cash Sub-Total | $8,647.12 |
| Grants            | $10,213.00 |
| Trust Income      | $20,149.00 |
| **Total Income**  | **$39,009.12** |

2012 Total Trustee Budget  $47,340.00
Meredith Public Library
Treasurer’s Report
March 5, 2013

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 3/5/13- $ 15,068.06

RECEIPTS- deposited: 2/13- $106.95
2/21- 139.50
2/27- 138.00

$ 384.45

RECEIPTS FROM INCOME GENERATING EQUIPMENT:
Public Copier- $ 170.50
Fax- 9.00
Donations- 43.00
Earbuds- 2.00
Non-Resident- 140.00
Lost/ Damaged- 19.95
Interest, February, 2013 .12

$ 384.57

EXPENDITURES: None since the last report
Meredith Public Library
Director’s Report-March 5, 2013

a. Circulation, Reference and Events Report-We circulated 7022 items in February 2012 and 6307 in February 2013. **We are down about 10% from last year.** Judy and I believe bad weather this month had a lot to do with it. Staff answered **95 reference questions** in February, **spending 8 hours, 20 minutes helping patrons with those questions.** Chris spent **7.5 hours** in February working with patrons on Technology Issues.

Adult classes and events saw **82 participants** this month and included a NH Humanities Program on Harnessing History, a Genealogy Lock-In and a Global Action, Local Awareness Study Group. Computer Club, our two book groups and Genealogy Club continues to meet monthly. **Children and teen classes had 121 participants in library** and included ABC and Me, Tot Time, Lego Building Buddies, and a Bat Program.

b. Friends Update-The Friends will meet on March 6 at 3PM.

c. Outreach- Karen continues her outreach to Inter-Lakes Daycare and the 7-uppers with **107 children reached.** I attended the Greater Meredith Program’s annual meeting and told Menta I would join one of the committees once Judy returned to work in late spring/early summer.

d. PR Update-March’s calendar updates were sent to local media outlets. A press release for “Leaving the Trouble’s Behind”, “Bat Program”, “Getting Started in Genealogy” and “Golden Age of Aviation” have been sent. Will be sending a press release about John’s hire. We had a front page article about the bat program in the Citizen.

e. Monthly Self-Evaluations-since the Trustee meeting is early this month, I have not met with staff yet. Will report on this for next month.

f. Fire Protection Engineer-I contacted three fire protection engineers that were recommended by Ron Anstey, State Fire Marshal. Of the three, I have received one proposal which I forwarded on to the trustees. This was from Philip R. Sherman. He gave us an estimate of $2200. One of the other engineers I spoke to said his price would be about the same. Given Mr. Sherman’s extensive resume including work with the Boston Public Library, Howe Library and many other public libraries, along with Mr. Anstey’s recommendation, I recommend that we contract with him. I recommend that we use money from the Town Budget under the line “Building Maintenance” to pay for this expense.

g. RFP for Brickwork-I have spoken with Peter Michaud from the NH Department of Historic Resources and Norman Larson about how to go about writing an RFP for the brickwork given the historic preservation nature of the work to be done. I emailed librarians in NH to ask who they used for historic masons and received many recommendations. I
originally was thinking we should have a brickwork analysis done by a mason as recommended by another library. After speaking with Norm Larson, he felt our money could be better spent in repair work. He is going to give me drawings they have on file of the outside of the building. He recommends that I outline on the drawings where repointing needs to be done and use this in the RFP for the repointing. I am going to follow his advice. I hope to have this work done next week. I also need to write the “Moose Plate Grant”. I have spoken with Deb Gagnon who represents that department. She said we do not have to have matching funds for the grant and thought that the chimney restoration project was a good one.

**h. Financial Advisor RFP Update**- I sent about fifteen letters to local Financial Advisors. I also placed an ad in the *Union Leader* asking for proposals. Duncan asked me to use him as the contact person should the advisors have any questions. As of today, I have received two proposals. Duncan is letting advisors know that April 1 is the closing date.

**i. Loose Back Railing and Egged Windows**- The railing which leads to the staff entrance has come loose, as has one of the supports for the porch. Judy put caution tape around the area. I have asked Don Sinclair to look at and give me a price. I have not received a quote from him yet. Dave Crane cleaned the eggs from our front windows. I am waiting for the bill on that.

**j. Fire Extinguishers**- We will need to budget $600 for new fire extinguishers next year. After an annual inspection, it was reported that many of them will be out of date next year.

**k. Meeting with Mike Faller and Paul Ristaino**- I will be meeting with Mike and Paul on March 5 and will report further on this at the trustee meeting. We will be discussing what work Public Works will be doing for the library and putting it in writing.

**l. Light Fixtures**- Judy asked Public Works to replace some bulbs in the front room. PW reported that the fixtures were broken and would have to be replaced. I am not sure what would have caused them all to break. I have contacted John Woodaman who will be coming on March 5 to take a look at them. I will report more on this at the trustee meeting.

**m. 123 Lock Key**- Came by to work on a quote on a panic bar for the staff entrance, a buzzer for the back door and a new people counter for the back door. In addition they fixed the striker which had become loose in the back door. Rhetta and John have been given keys and their security codes have been entered into the system.

**n. Bound Trustee Minutes**- We received the minutes back from the bindery. We now have minutes from 1882-2009 bound, with the exception of the mid-1960’s to 1970’s which I could not find. Instead I have bound the librarian’s reports from that time period.
Meredith Public Library
Director’s Report—March 5, 2013

a. Circulation, Reference and Events Report—We circulated 7022 items in February 2012 and 6307 in February 2013. We are down about 10% from last year. Judy and I believe bad weather this month had a lot to do with it. Staff answered 95 reference questions in February, spending 8 hours, 20 minutes helping patrons with those questions. Chris spent 7.5 hours in February working with patrons on Technology Issues.

Adult classes and events saw 82 participants this month and included a NH Humanities Program on Harnessing History, a Genealogy Lock-In and a Global Action, Local Awareness Study Group. Computer Club, our two book groups and Genealogy Club continues to meet monthly. Children and teen classes had 121 participants in library and included ABC and Me, Tot Time, Lego Building Buddies, and a Bat Program.

b. Friends Update—The Friends will meet on March 6 at 3PM.

c. Outreach—Karen continues her outreach to Inter-Lakes Daycare and the 7-uppers with 107 children reached. I attended the Greater Meredith Program’s annual meeting and told Menta I would join one of the committees once Judy returned to work in late spring/early summer.

d. PR Update—March’s calendar updates were sent to local media outlets. A press release for “Leaving the Trouble’s Behind”, “Bat Program”, “Getting Started in Genealogy” and “Golden Age of Aviation” have been sent. Will be sending a press release about John’s hire. We had a front page article about the bat program in the Citizen.

e. Monthly Self-Evaluations—since the Trustee meeting is early this month, I have not met with staff yet. Will report on this for next month.

f. Fire Protection Engineer—I contacted three fire protection engineers that were recommended by Ron Anstey, State Fire Marshal. Of the three, I have received one proposal which I forwarded on to the trustees. This was from Philip R. Sherman. He gave us an estimate of $2200. One of the other engineers I spoke to said his price would be about the same. Given Mr. Sherman’s extensive resume including work with the Boston Public Library, Howe Library and many other public libraries, along with Mr. Anstey’s recommendation, I recommend that we contract with him. I recommend that we use money from the Town Budget under the line “Building Maintenance” to pay for this expense.

g. RFP for Brickwork—I have spoken with Peter Michaud from the NH Department of Historic Resources and Norman Larson about how to go about writing an RFP for the brickwork given the historic preservation nature of the work to be done. I emailed librarians in NH to ask who they used for historic masons and received many recommendations. I
originally was thinking we should have a brickwork analysis done by a mason as recommended by another library. After speaking with Norm Larson, he felt our money could be better spent in repair work. He is going to give me drawings they have on file of the outside of the building. He recommends that I outline on the drawings where repointing needs to be done and use this in the RFP for the repointing. I am going to follow his advice. I hope to have this work done next week. I also need to write the “Moose Plate Grant”. I have spoken with Deb Gagnon who represents that department. She said we do not have to have matching funds for the grant and thought that the chimney restoration project was a good one.

h. Financial Advisor RFP Update-I sent about fifteen letters to local Financial Advisors. I also placed an ad in the Union Leader asking for proposals. Duncan asked me to use him as the contact person should the advisors have any questions. As of today, I have received two proposals. Duncan is letting advisors know that April 1 is the closing date.

i. Loose Back Railing and Egged Windows-The railing which leads to the staff entrance has come loose, as has one of the supports for the porch. Judy put caution tape around the area. I have asked Don Sinclair to look at and give me a price. I have not received a quote from him yet. Dave Crane cleaned the eggs from our front windows. I am waiting for the bill on that.

j. Fire Extinguishers-We will need to budget $600 for new fire extinguishers next year. After an annual inspection, it was reported that many of them will be out of date next year.

k. Meeting with Mike Faller and Paul Ristaino-I will be meeting with Mike and Paul on March 5 and will report further on this at the trustee meeting. We will be discussing what work Public Works will be doing for the library and putting it in writing.

l. Light Fixtures-Judy asked Public Works to replace some bulbs in the front room. PW reported that the fixtures were broken and would have to be replaced. I am not sure what would have caused them all to break. I have contacted John Woodaman who will be coming on March 5 to take a look at them. I will report more on this at the trustee meeting.

m. 123 Lock Key-Came by to work on a quote on a panic bar for the staff entrance, a buzzer for the back door and a new people counter for the back door. In addition they fixed the striker which had become loose in the back door. Rhetta and John have been given keys and their security codes have been entered into the system.

n. Bound Trustee Minutes-We received the minutes back from the bindery. We now have minutes from 1882-2009 bound, with the exception of the mid-1960’s to 1970’s which I could not find. Instead I have bound the librarian’s reports from that time period.
As per a letter from Paul Ristaino dated May 8, 2007, the Buildings and Grounds division of Public Works is responsible for basic maintenance of the library such as:

- Snow removal
- Lawn mowing
- Weed whacking
- Irrigation for public garden
- Bush and bed maintenance
- Other small incidental items as time allows

After a meeting with Paul Ristaino and Mike Faller on March 5, 2013, Buildings and Grounds also agrees to the following services:

- Shoveling entails: shoveling walkways, entrances, path to reader board, oil fill and newspapers, plowing driveway and parking lot. Salting entrances, driveway and parking lot as needed.
- Trash pick-up-Needs to be out by 8AM on Mondays and Thursdays. Out by 8AM on Tuesdays after a Monday holiday. Library custodian should call head of Buildings and Grounds if time is to be changed.
- Fire extinguisher inspections
- Parking lot repainting (when other Town lots are done.)
- Moving books for Book Sales, as time allows
- Hanging of quilt display every six weeks or so, as time allows
- Installing the May Pole, as time allows

The Library agrees to take over light bulb replacements. Buildings and Grounds will move library light bulbs stored at their facility to the library. Paul has agreed to supply a list of all bulbs needs for the library facility to Erin.
Meredith Public Library’s Statement on the 
Town of Meredith Personnel Policy

The Meredith Public Library Board of Trustees accepts the Town of Meredith’s Personnel Policy with the following exceptions:

I. The Meredith Public Library Board of Trustees oversees the management of all Library Personnel. When the Town of Meredith’s Personnel Policy refers to the “Town of Meredith’s Select Board”, the reader should insert “Meredith Public Library Board of Trustees”.

II. The Library Director is the manager of all Library Personnel. When the Town’s Personnel Policy refers to the “Town Manager”, the reader should insert “Library Director”.

III. The Meredith Public Library Board of Trustees has created policies regarding Library Personnel which are not in the Town of Meredith’s Personnel Policy. These policies may be found in the Meredith Public Library’s Procedure and Policy manual. All staff need to be familiar with the policies in this manual.

IV. The Meredith Public Library Board of Trustees reserves the right to append any policies in the Town of Meredith’s Personnel Policy manual when it is in the best interest of Library Personnel.

Approved by the Meredith Public Library Board of Trustees March 5, 2013 - Draft
DATE: February 19, 2013

RE: Notes from meeting with Phil Warren and Miller Lovett

FROM: Rhetta & Erin

TO: Library Trustees

Erin and I met with Phil Warren and Miller Lovett on February 19th. We began by stating that the purpose of the meeting was to take a further step (beyond public meeting with the BOS) to improve communication between the two boards. We emphasized that it is our assumption that this will be a two-way effort. We also said that we wanted to acquaint them with steps we have been taking toward addressing some of the issues confronting the Library.

Following are some of the notes that we put together afterwards:

1. Phil and Miller said that there is no question that the Library is not a department of the Town.

2. Phil says that Department Heads feel uncomfortable with the Library Director attending Department Head meetings since they have to live by a certain standard that she do not have to live by. They do not want her at the meeting since the library is not a department. He has been told this by several department heads. He said having her there would be like having the school superintendent there, and department heads would not feel comfortable talking freely. We responded with some surprise, countered this to some extent and mentioned that it would have been helpful if he had let her know about his decision to exclude her from the meetings. He will not change his position on including the Library Director in his staff meetings.

3. We told them that the Trustees have been working on a Letter of Understanding that would outline the relationship and responsibilities between the Town and the Library. We did not offer copies of our draft but said that we would consider input and possible changes from the BOS, perhaps pending review by our counsel. Phil did not recommend sending the Letter of Understanding between the Town and Library to counsel before the Select Board looked at it. Based on his experience, it would be more efficient and less costly for all to come to agreement, then send to counsel. This is how things are worked out with unions and other town issues.

4. We brought up recent inconsistencies in work done/not done by the Town for the Library. We acknowledged that conditions have changed since receipt of a letter from Paul Ristaino in 2007 which listed work that would be done by the Buildings and Grounds Department. That department has been reduced from five to three full time employees, including Paul. Part-time employees can’t work more hours due to affordable health care act. Phil thought it would be fine for Erin to meet
with Paul and Mike to discuss what the Town can do for the library. If there are things they cannot do, we need to know so that we can budget for outside help.

5. Phil said that there is some resentment among the town employees following the re-classification that the Library Trustees implemented, but he did not think that the department heads would take any action/inaction based on this against the Library. Erin agreed with this, as everyone has been working with us despite being unhappy about the reclassification. He said that his people were professionals and he would not allow that to happen.

6. Phil was agreeable to meet with us to discuss past issues about the library. Rhetta said that she would like to share with Phil the information regarding the re-classification. The Trustees had been prepared to do this with the BOS, but we had been advised by counsel to avoid offering information in the public meeting, only to respond to questions. (This information had already been shared with two Select Board members in a separate, informal impromptu meeting, but we did not mention this.)

7. Miller and Phil both warned that having a public meeting in a locked building was a very bad idea. Erin let them know that we would be installing a buzzer, but perhaps we shouldn't meet at the library when it is closed? Perhaps community center instead.

8. Rhetta asked about how to send non-public or confidential information to Phil (and mentioned that we were surprised to find a letter from us to the BOS made public and released to the press). Phil said that confidentiality is binding only between counsel and client. Once it goes to someone else, it is no longer binding. If we want something confidential, Erin should call Phil in advance of submitting it and mark the document as such.

Suggestions from Phil and Miller

9. Miller suggested we contact Barbara Clark about working with Trustees of the Trust Funds who updated their financial policy more than a year ago. Miller suggested that we explore coordinating our efforts regarding a financial manager and that it may be more economical to work together.

10. Miller felt that both charters for schools and libraries were similar and we should try to work more with the schools. He also felt we should utilize town facilities such as the community center if we wanted to have a larger venue. (We have done this in the past with children's programs.) He felt we really needed to be more present in the community. Miller is working on writing his thoughts down about this.
11. Phil said there was a new senior center director and he would ask that person to contact us regarding working together. Erin thought this was a great idea.

12. Both Phil and Miller suggested that the Library find a way for a larger dialogue regarding the library of the future. Miller suggested that we engage a library program speaker to address this topic for the public. Erin and Rhetta gave specifics about our efforts to visit other libraries, research professional documents and websites, meet with consultants, etc. We went into some detail about limitations of the current building on future planning due to lack of space.

13. Miller felt that the Town and Library had had a good working relationship for many decades but that in the past few years there has been a “disconnect.” Both he and Phil said that this meeting is a positive step toward correcting that, and we emphasized again that a positive relationship would result from both the Town and Library making an equal effort. Miller said that the BOS has expected the Library to ask for more financial help but there has been no formal requests from the trustees in this area. He believes the next Chair of the BOS will work with us in a positive and professional manner.
2013 Calendar for Trustees

January:
- Review of investment and spending policies
- Review of Annual Trust Statement
- Budget process update (begun in previous fall)
- Library Circulation, Inventory and Service to Patrons Report
- Review of Mission Statement and Goals (Building, Technology, Long Range)
- Get Annual CIP Schedule

February:
- Preparation of Town Report
- Town warrants due to Town Clerk

March:
- Continue Review of Goals
- 3/15 deadline for Moosegrant
- Receive Report from Trustees of the Trust Fund
- Budget update
- Town Meeting; library closed 5:00pm
- Director & Chair sign Annual State Report (before April 30)
- Review of Trustee goals; Trustee self-evaluation and evaluation by staff & Director
- Town/Trustee elections
- Quarterly investment review

April:
- Moose Plate Grant Due April 26
- Begin process of developing new Long Range Plan
- Annual State Report due
- Prep for Library Director Evaluation
- Library Week
- Staff Appreciation Luncheon
- Staff Tea to thank Friends
- Distribute Library Director Evaluation form for June Meeting

May:
- Vote on Trustee Officers
- NHLTA Conference
- Receive monies from Trustees of the Trust Fund
- Discuss Library Director Review
June:
- Library Director performance evaluation due
- Library Building Anniversary
- Quarterly investment review

July:
- Patron Satisfaction Survey

August
- Form Budget Committee (Trustee and Town Budgets)

September:
- Deadline for NH Charitable Trust Grant
- Quarterly investment review

October:
- Approval of Library Budget Submitted to Town

November:
- Approval of Library Trustee Budget from income and trust funds

December:
- Library Budget for upcoming year presented to Select Board
- Encumbrance Meeting with Town Finance Director
- Quarterly investment review

To be added—meetings with Select Board to discuss Library Goals twice yearly