

Meredith Public Library Trustees Meeting  
5/14/13

Call to order 6:06 PM

Trustees Present - Rhetta Colon, Pam Coburn, Duncan McNeish, Colleen Nolan, Mary Richardson, Paul Eldridge

Absent with notice: Ann Butler

Others present: Erin Apostolos, Director; Judy Hodges, Assistant Director.

Motion to approve the minutes of the April meeting tabled.

Motion to approve Treasurers report: Richardson Second: Eldridge. Aye all.

Library Directors Report

Accepted. Table AI painting issues.

Old Business

Facilitator search logistics discussed – McNeish

Meeting for mock CIP presentation meeting set for 6/4/13/ at 6PM.

Regular Trustee meeting set for 6/10/13 at 9AM. Facilitator meeting to follow at 11:00.

Expendable Trust fund Warrant article. Eldridge to contact Brenda Vitner re comments from counsel.

Letter of understanding. Apostolos to modify per recommendations of counsel.

Major library building needs discussed.

Proposals from Financial advisors will be heard Monday July 8, 103PM.

New Business

Barbara Clark. Review of library trust funds managed by the town. Suggested to move dispersment of trust fund revenue to end of year.

Erin to email Brenda Re: source of Dudley Leavitt Trust.

Tabled election of officers to June meeting.

Roof repair approved.

Motion to move into executive session to discuss personnel issues at 7:45. McNeish, second Eldridge. Board polled, Aye all.

Motion to exit executive session at 8:33. Eldridge, second McNeish. Board Poled. Aye all.

Motion to adjourn. McNeish, second Richardson. Aye all.

Respectfully submitted.

Paul Eldridge

Acting Secretary

Library Trustee Meeting Agenda  
Tuesday, May 14, 6:00-7:30PM

- I. Secretary's Report (2 minutes)
  - a. Approval of minutes from April 9, 2013
- 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. Monthly Self-evaluations
  - e. Financial Update
  - f. RFP for Brickwork
  - g. RFP for Gutters
  - h. Grant Updates
  - i. AC Repair
  - j. Updated Staff Evaluation Tool
  - k. Webinar-Libraries on the Ballot
  - l. Completion 4<sup>th</sup> Course for CPLA-Fundraising and Grantwriting
  - m. AI-Cleaning windows and woodwork; painting sills?
  - n. John Locke makes front page of Meredith News 4/25/13
- IV. Old Business (30 minutes)
  - a. CIP Masonry-Erin
  - b. Facilitator Search-Duncan
  - c. Next Master Plan Meeting
  - d. Expendable Trust Fund Warrant Article Ed Hibbard-Paul-*update needed*
  - e. Letter of Understanding-Paul-*Report from attorney*
  - f. Proposals for Financial Advisors
  - g. Baptist Church Update-Ann
  - h. Library Director Reports to Select Board-Ann
- V. New Business (30 minutes)
  - a. Barbara Clark discussing Funds held by Trustee of the Trust Funds
  - b. Major Building Safety and Preservation Issues
  - c. Review of May Calendar
  - d. Vote on Trustee Officers
  - e. Change of Date for June 11 meeting to June 4?
  - f. Slate roof work to be done cost \$850-\$1000 recommended before winter-Chairlift
  - g. Executive Session-Library Director Review
- VI. Adjournment--Next meeting: June 4, 2013? 6:00PM

## Major Library Building Issues

*\*This list includes only immediate safety and preservation concerns.*

<b>1. Chimney Restoration</b>	\$80,000	John Wastrom
<b>2. Hire Architect</b>	?	Phil Sherman
<b>3. Historic Stairway</b>		
<i>Option 1: Exterior Covered Fire Escape</i>	?	Phil Sherman
<i>Option 2: Rebuild Historic Stairs</i>	\$125,000	Phil Sherman and Norm Larson
<b>4. Children's Room and Balcony Code Requirements</b>		
<i>Option 1: Sprinkler System via water tank</i>	\$61,000	Phil Sherman and Norm Larson
<i>Option 2: Improve Fire rating</i>	?	Phil Sherman
Fire rated ceiling throughout basement		Phil Sherman
First Floor partition fire rated if load-bearing		Phil Sherman
Check existing plaster for fire rating		Phil Sherman
Change heat detectors to smoke detectors in bathrooms and storage		Phil Sherman
Install heat detection in unheated attics		Phil Sherman
Confirm smoke detection in every space		Phil Sherman
<b>5. Mechanical Room Fire-Rated</b>	\$6,000	Norm Larson
<b>6. Restore Gutter System</b>	\$250,000	John Wastrom
<b>7. Repoint and Clean brickwork</b>	\$70,000	John Wastrom and Norm Larson
<b>8. Granite Steps</b>	\$55,000	Phil Sherman, John Wastrom, Norm Larson
<b>9. Handrail for front steps</b>	?	Phil Sherman
<b>10. Regrade Front Walk</b>	\$11,000.00	Phil Sherman
<b>11. Lead Paint specialist for paint removal and cleaning of lead paint stained bricks</b>	?	John Wastrom
<b>12. Window Restoration and thermal improvements</b>	\$5,000	Norm Larson
<b>13. Moisture and Dampness Control</b>	\$2,000	Norm Larson
<b>14. Improve Attic Thermal Performance</b>	\$14,000	Norm Larson

## **2013 Calendar for Trustees**

**\*To be added-meetings with Select Board to discuss Library Goals twice yearly**

### **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:**

- **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**
- **Quarterly review of Building Preservation/Maintenance Issues**

### **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, Monday May 20**
- **Receive monies from Trustees of the Trust Fund**
- **Discuss Library Director Review**

**June:**

- CIP Presentation June 19
- Library Director performance evaluation due
- Library Building Anniversary
- Quarterly investment review
- Quarterly review of Building Preservation/Maintenance Issues

**July:**

- Patron Satisfaction Survey

**August**

- Form Budget Committee (Trustee and Town Budgets)

**September:**

- Deadline for NH Charitable Trust Grant
- Quarterly investment review
- Quarterly review of Building Preservation/Maintenance Issues

**October:**

- Approval of Library Budget Submitted to Town

**November:**

- Approval of Library Trustee Budget from income and trust funds
- Treasurer contact Town for schedule of materials required by auditor.

**December:**

- Library Budget for upcoming year presented to Select Board
- Encumbrance Meeting with Town Finance Director
- Quarterly investment review
- Quarterly review of Building Preservation/Maintenance Issues

**Meredith Public Library**  
**Director's Report-May 14, 2013**

**a. Circulation, Reference and Events Report-**We circulated 7189 items in April 2012 and 6939 in April 2013, so circulation is still down just slightly. Staff answered **141 reference questions** in April, **spending 11.5 hours helping patrons with those questions**. Quirkiest Reference Question of the Month: what is the difference between a dolly and a handcart and where did the word “dolly” come from? Chris spent **12 hours** in April working with patrons on Technology Issues. We were able to start “People Counting” again this month thanks to the Friends purchasing a new counter for the back door. **We had 6238 visits in April.**

Adult classes and events saw **57 participants** this month and included a cake decorating class during National Library Week as well two computer classes. Computer Club, our two book groups and Genealogy Club continues to meet monthly. **Children and teen classes had 214 participants in library** and included Animals and Me, Sunny Saturday, Lego Time, Tot Time, the Teen/Tween Book Club, “Hobbit Night”, and the Teen Advisory Board.

**b. Friends Update-**The Friends were honored at the Annual Volunteer Tea on April 24 during their Annual Meeting. Thank you to Karen Henchey and Lorraine Martin for the outstanding job they did in decorating and setting up the room. It was lovely. Thank you to the rest of the staff for baking and cooking for the event. Most especially, thank you to the Friends for all they do for us throughout the year!!

**c. Outreach-** Karen is impressed with the willingness of the 7-Uppers to read aloud to the class. John is working with the 1<sup>st</sup> and 2<sup>nd</sup> grade at Lakeland School by leading activities based on their curriculum and supplementing their book collection every other week. Cherie and the Altrusa Club have expanded their homebound service to nursing homes. John visited ILHS freshmen to discuss resources available at the library as the group begins a large research project. The Inter-Lakes Daycare continues their program with the Library. **230 People were reached.**

**d. Monthly Self-Evaluations**

- **Joyce Alcombrack-**Joyce continues to want to learn more about librarianship. She has taken on reclassifying reference items that should have been changed to non-fiction. She has also taken over the Scrooge and Marley DVD collection from Chris. She also did an excellent job managing some of Judy's task while Judy was out.
- **Cherie Gable-**Cherie has taken inventory of the tax forms so we can have a more accurate count for next year. She did an excellent job managing some of Judy's task while Judy was out. She updated some of her duties in the Procedure Manual.

- **Karen Henchey**-Animals and Me is well-received. Children learn about a NH animal, receive a fact sheet about the animal and do an art project around it. Planning Summer Reading. Karen did an amazing job planning, organizing and setting up the Volunteer Tea.
- **Judy Hodges**-Has returned to part-time duty. Welcome back Judy!!
- **Christopher Leland**-Chris created a registration page for the Friends of the Library 5K fundraiser. He is creating an archival plan for historic library documents. He was very busy while Judy and Cherie were out covering a lot of their duties and desk times.
- **John Locke**-John developed “Hobbit Night” during National Library Week. Kids were invited to create hobbit feet out of socks and then were invited to watch the film while munching on Hobbit inspired snacks. He has been working with the Inter-Lakes High School on an involved research project and has had much success with his Teen Advisory Board. Teens help shape the future of the collection and space. They write book reviews and plan displays.
- **Lorraine Martin**-Lorraine has been working with artists for exhibits in the library. Be sure to stop by this month to see the unusual work of this month’s artist! She assisted Karen with setting up the Volunteer Tea.
- **Kay Stuart**-Kay has been creating signs for the Children’s Room and assisting parents and grandparents in finding books that they can share with their children. She’s been dusting and reading shelves and keeping things running efficiently behind the scenes.

**e. Financial Update**-As of May 9, the trustees have spent \$3,882.04 of the \$27,900.00 budgeted for the year. The largest expense is \$1,156.36 for the library periodicals. I will distribute a report at the meeting. Please see report attached to this email.

**f. RFP for Brickwork**-I finished writing the Request for Proposal regarding the library’s masonry. I advertised for three days as a public notice in the *Concord Monitor*. Bids close at noon on May 31.

**g. RFP for Brick Historic Copper Gutter System**- I finished writing the Request for Proposal regarding the library’s copper gutter system. I advertised for three days as a public notice in the *Concord Monitor*. Bids close at noon on May 31.

**h. Grant Updates**-I submitted the “Moose Plate” grant request for \$10,000. We had letters of support from Town Manager Phil Warren and Senator Jeanie Forrester. This month I will

be working on the USDA Rural Development grant. I submitted the preliminary L-CHIP proposal. They are still waiting to see if they will be funded. John Locke received a grant from Altrusa's Literacy wing to start a Comics Club at the library.

**i. AC Repair-**Dave LeClair of Global Mechanical came and tuned up our ACs. Yesterday he fixed the broken compressor which runs the AC units in the meeting room. I asked Global Mechanical to send me information on creating a maintenance agreement. We will need to nurse these units to make them last ten years. The repair of the unit was budgeted from trustee funds. The AC tune-up was budgeted from our town funds.

**j. Updated Staff Evaluation Tool-**Please review the updated staff evaluation tool. Please see the attachment with this email.

**k. Webinar-Libraries on the Ballot-**I have signed up for a nine-part monthly class designed to help libraries win ballot issues. Topics such as pre-polling, ballot language, creating your message, endorsements, finding volunteers, avoiding red flags and hiring a campaign consultant will be discussed.

**l. Completion of 4<sup>th</sup> Course towards CPLA-**I finished the Grants and Fundraising course, which is the fourth of the seven classes I need to become a Certified Public Library Administrator through the American Library Association.

**m. Spring Cleaning-AI-AI** is cleaning our windows inside and out and washing our historic woodwork. He said that our exterior windows are in desperate need of attention and should be done this year. Norman Larson also pointed this out. One of our consultants felt that lead paint could be an issue and recommended we hire a lead paint specialist to remove the existing paint on the sills in the historic building.

**n. John Locke-**Was featured on the front page of the Meredith News 4/25/13. I will bring the article to the meeting.



Meredith Public Library Staff Evaluation  
Confidential

Name:

Date of Evaluation:

Dates covered by Evaluation:

Monthly Self-Appraisals are attached: ( ) Yes ( ) No

Purpose: To provide an opportunity for the Library Director to evaluate the staff through identification of successes and areas for improvement relative to specific job goals.

Work Presence:

Attendance	( ) Above Average	( ) Good	( ) Needs improvement
Punctuality	( ) Above Average	( ) Good	( ) Needs improvement
Attitude	( ) Above Average	( ) Good	( ) Needs improvement

**Meredith Public Library Staff Evaluation  
Confidential**

**CRITERIA FOR EVALUATION**

**PATRON FOCUS**-The most important part of your job is Patron Focus. At the end of the day can you tell yourself that you did everything that you could to please the patrons?

5. **Superior**-Specific instances in the past year where your work with patrons exceeded all expectations (patrons may have commented on your work to your supervisors, sent notes, or asked for you by name.) You always go out of the way to please patrons; almost always can answer reference or readers' advisory questions, and help with technology issues. After dealing with you, patrons feel they have dealt with an exceptional member of staff.

4. **Above Average**: You always go out of the way to please patrons; almost always can answer reference or readers' advisory questions, attempt to help with technology issues. After dealing with you, patrons feel they have dealt with a great member of the staff.

3. **Competent**: You help patrons as required by your job description, but sometimes need help with reference or readers' advisory questions and technology issues. Patrons leave feeling they have dealt with a good member of staff.

2. **Needs Improvement**: You struggle to help patrons with their needs and often don't know how to proceed to find help. Patrons leave feeling they have dealt with a staff member that may need more training.

1. **Unsatisfactory**: You are unable to help patrons with their needs. Patrons leave feeling they have dealt with a staff member that is need of close supervision.

**PROBLEM SOLVING**-You take responsibility for finding a solution to any problem.

5. **Superior**-When faced with an unfamiliar question, problem or situation, you can be counted on to be a "go-to" person to figure out the solution. You go out of your way to find a good solution.

4. **Above Average**: When faced with an unfamiliar question, problem or situation, you almost always find a good answer to the problem. People feel comfortable asking you for advice.

3. **Competent**: When faced with an unfamiliar question, problem or situation, you usually find a good answer to the problem.

2. **Needs Improvement**: When faced with an unfamiliar question, problem or situation, you struggle to find a solution.

1. **Unsatisfactory**: When faced with an unfamiliar question, problem or situation, you rarely find a solution.

**Meredith Public Library Staff Evaluation**  
**Confidential**

**RESPECT FOR CO-WORKERS**-You treat your co-workers respectfully and professionally.

5. **Superior**-You treat your co-workers with exceptional respect and understand that everyone brings something different to the table. You understand how to best work with those around you and make everyone feel valuable.

4. **Above Average**: You treat your co-workers respectfully and understand that everyone brings something different to the table. You work well with everyone.

3. **Competent**: You treat your co-workers respectfully and can work well with others.

2. **Needs Improvement**: You sometimes treat co-workers disrespectfully. You might criticize the performance of others.

1. **Unsatisfactory**: You do not treat co-workers respectfully and often criticize the performance of others.

**PROFESSIONALISM**-Have you attended any classes or training to improve your library or technology skills? Do you belong to any professional library organizations? Do you attend community events designed to get the library noticed in the community? Do you read professional library journals available at the library or online?

5. **Superior**-You actively seek out opportunities to improve your library and/or technology skills. You attend at least two classes, workshops, or conference per year (online classes count.) You read professional journals aimed at improving your work at the library. You keep up to date with current library trends and can talk easily about these topics. You belong to at least one library organization.

4. **Above Average**: You actively seek out opportunities to improve your library and/or technology skills. You attend at least one class, workshop, or conference per year (online classes count.) You read professional journals aimed at improving your work at the library. You keep up to date with current library trends and can talk easily about these topics. You belong to at least one library organization.

3. **Competent**: You actively seek out opportunities to improve your library and/or technology skills. You attend at least one class, workshop, or conference per year (online classes count.) You read professional journals, blogs or websites, etc. aimed at improving your work at the library. You belong to at least one library organization.

2. **Needs Improvement**: You attend at least one class, workshop or conference per year, but with prodding. You do not read professional journals, blogs or websites, etc. aimed at improving your work at the library. You do not belong to any library organizations.

1. **Unsatisfactory**: You refuse to attend at least one class, workshop or conference per year. You do not read professional journals, blogs or websites, etc. aimed at improving your work at the library.

**Meredith Public Library Staff Evaluation**  
**Confidential**

**MOTIVATION:** Are you a self-starter? Do you keep looking for fresh ideas? Or do you need reminders to do your work?

5. **Superior**-You are always on top of your work and never need reminders to get it done. You juggle many tasks at once and always complete them either on time or ahead of schedule. You are always looking for fresh ideas to improve your job performance and to better assist library patrons. Your work ethic keeps others motivated.

4. **Above Average:** You are always on top of your work and never need reminders to get it done. You juggle many tasks at once and always complete them either on time or ahead of schedule. Your work ethic keeps others motivated.

3. **Competent:** You are usually on top of your work and rarely need reminders to get it done. You juggle several tasks at once and usually complete them either on time or ahead of schedule.

2. **Needs Improvement:** You complete your work but need frequent reminders. You are not good at multi-tasking.

1. **Unsatisfactory:** You cannot complete your work even with frequent reminders. You cannot multi-task.

**ORGANIZATION AND GOALS:** Do you set achievable goals for yourself? Is your work organized and completed in a timely manner?

5. **Superior**-You are extremely organized and always know where and when you are supposed to be. Your work is usually submitted ahead of schedule. You set challenging and achievable goals for yourself and are able to meet and exceed them.

4. **Above Average:** You are very organized and always know where and when you are supposed to be. Your work is occasionally submitted ahead of schedule, but always on time. You set challenging and achievable goals for yourself and are able to meet and exceed them.

3. **Competent:** You are organized and usually know where and when you are supposed to be. Your work is always on time. You set challenging and achievable goals for yourself and are able to meet them.

2. **Needs Improvement:** You are somewhat unorganized and need reminders about where and when you are supposed to be. Your work is sometimes late. You do not set challenging enough goals for yourself.

1. **Unsatisfactory:** You are unorganized and need constant reminders about where and when you are supposed to be. Your work is sometimes usually late. You do not set goals for yourself.

**Meredith Public Library Staff Evaluation**  
**Confidential**

**COMMUNICATION:** Do you communicate well with patrons, co-workers and administration? Are written reports completed in a timely manner? Do you keep staff and administration up-to-date with problems and ideas for solutions?

5. **Superior**-You are a superb communicator. You always know how to get your point across, but do so in a friendly and approachable manner. You submit written and/or oral reports to your supervisors regarding your work and offer ideas for improvement in a timely manner.

4. **Above Average:** You are a great communicator. You always know how to get your point across. You submit written and/or oral reports to your supervisors regarding your work and offer ideas for improvement in a timely manner.

3. **Competent:** You are a good communicator. You usually know how to get your point across. You submit written and/or oral reports to your supervisors regarding your work and offer ideas for improvement in a timely manner.

2. **Needs Improvement:** You are not always a good communicator. You usually keep problems to yourself and let them simmer. You usually do not report problems to your supervisors. You usually do not offer solutions to problems.

1. **Unsatisfactory:** You are not a good communicator. You keep problems to yourself and let them simmer. You do not report problems to your supervisors. You do not offer solutions to problems.

**EVALUATION**

**PATRON FOCUS**

*RATING:*

*COMMENTS:*

**PROBLEM SOLVING**

*RATING:*

*COMMENTS:*

**RESPECT FOR CO-WORKERS**

*RATING:*

*COMMENTS:*

**PROFESSIONALISM**

*RATING:*

*COMMENTS:*

**MOTIVATION**

*RATING:*

*COMMENTS:*

**ORGANIZATION AND GOALS**

*RATING:*

*COMMENTS:*

**Meredith Public Library Staff Evaluation  
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**COMMUNICATION**

*RATING:*

*COMMENTS:*

**GOALS FOR THE UPCOMING YEAR**

**PATRON FOCUS**

**PROBLEM SOLVING**

**RESPECT FOR CO-WORKERS**

**PROFESSIONALISM**

**MOTIVATION**

**ORGANIZATION AND GOALS**

**COMMUNICATION**

