Library Trustee Meeting Minutes
July 9, 2013 Called to Order: 6:06 PM

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

Alternate Trustees Present:

Absent With Notice: Mary Richardson, Kate Miller

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

Motion to approve minutes: Butler; Second: Eldridge. Aye: all.

Motion to approve the treasurer’s reports: Butler; Second, Eldridge. Aye: all.

Discussion Library Director’s Report

Old Business.

Expendable Trust Fund Warrant Article: Eldridge reported on his meeting with Brenda re: expendable trust fund – she felt the Trustees of the Trust Funds must manage a Library ETF. Eldridge will contact Terri Knowles.

Letter of Understanding: Awaiting new document from Terry Plum

Financial Advisor Interviews: Discussion of interviewees; motion to move funds from RBC to Mackensen: Butler; Second: Eldridge. Aye: all.

Baptist Church Update: Discussion of Baptist Church property. Decision: Eldridge & Butler to meeting with church as soon as practicable.

Non-Resident Policy: Sent back to Policy Committee

Master Plan Committee: Set first MPC list

New Business.

Policy Committee: Discussion of form for staff review.

Need to do a Trustee Evaluation: Discussion re: 2014 Trustee Self-Evaluation form to have completed and brought to August meeting

Legal Advice on Building Codes: Tabled to August

Reviewed calendar: Patron Survey (July) & Budget Committee (Aug)

Affordable Health Care Act & ALA assistance to patrons: Apostolos reported no notice was given by federal government to libraries. She will research. At this time, it appears nothing further is occurring.

Motion to adjourn: Eldridge; Second: Coburn, Aye: all.

Meeting adjourned: 7:55 PM

Ann Butler
Secretary

Attachments
Library Trustee Meeting Agenda
July 9, 6:00PM

I. Secretary’s Report (2 minutes)
   a. Approval of minutes from June 10 and July 1, 2013.

II. Treasurer’s Report (2 minutes)
    a. Approval of Report

III. Library Director’s Report (10 minutes)
    a. Financial Update
    b. Circulation and Events Report
    c. Friends Update
    d. Outreach Update
    e. CIP Presentation (Brickwork and Gutters)
    f. Building Maintenance Updates (Carpets, chair lift, sills)
    g. Updated Part Time Review Form
    h. Summer Reading
    i. Grant Updates
    j. Monthly Self-evaluations

IV. Old Business (30 minutes)
    a. Expendable Trust Fund Warrant Article; meeting with Brenda-Paul
    b. Updated Letter of Understanding-Next step?-Rhetta
    c. Financial Advisor Interviews
    d. Baptist Church Update-Ann
    e. Non-resident Policy-Erin
    f. Master Plan Committee -$ and calling perspective members

V. New Business (60 minutes)
    a. Policy Committee
    b. Need to do a Trustee Evaluation-Rhetta
    c. Legal Advice on Building Code-Duncan (Ransmeier)
    d. Calendar Review of July (Patron Survey) and August (Budget Com.)-Rhetta
    e. Affordable Health Care Act and American Library Association-Erin

VI. Adjournment--Next meeting: August 13, 2013, 6:00PM
Meredith Public Library
Treasurer's Report
July 9, 2013

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 7/9/13- $3,741.12

RECEIPTS- deposited: 6/20- $69.00
    6/21- 148.00
    6/26- 130.00
    7/5 - 279.99

                  $ 626.99

RECEIPTS FROM INCOME GENERATING EQUIPMENT:

Public Copier- $230.00
Fax- 29.00
Donations- 41.00
Earbuds- 1.00
Non-Resident- 280.00
Lost/ Damaged- 45.99
Grants 500.00 (from MVSB)

Interest, May, 2013 .11

                  $ 627.00

EXPENDITURES:

Chase Card Services- 827.42
Panasonic Finance Solutions 89.26
Smith College- bulletins 10.00
Lilac Printing & Graphic Design 168.00
Full Circle Consulting 6,750.00
Wescott, Dyer, Fitzgerald...... 570.00
Gale Cengage Learning 166.54

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Meredith Public Library
Director's Report-July 9, 2013

a. Financial Update-As of July 5, the trustees have spent $7383.07 of the $27,900.00 budgeted for the year. We have taken in $1120.44 in unanticipated grants and donations for a balance of $21,637.37. The largest expense is $1,592.80 for repair of the air conditioning unit in the meeting room. The condenser needed to be replaced. This was a budgeted expense.

b. Circulation, Reference and Events Report-We circulated 8676 items in June 2012 and 8002 in June 2013. Staff answered 210 reference questions in June, spending 15 hours helping patrons with those questions. Chris spent 12 hours in June working with patrons on Technology Issues. We had 7225 visits in June.

Adult classes and events saw 72 participants this month and included a Humanities Council presentation on Religion in Public Life and a computer class in addition to our book clubs, computer club and genealogy club. Children and teen classes had 375 participants in library and included Animals and Me, Comics Club, Super Saturday, Lego Time, Tot Time, the Teen/Tween Book Club, Movie Night, Superman Day, Afterschool and You, the Teen Advisory Board and a very successful Summer Reading Kick-Off party.

John is successfully reaching tweens and teens. Superman Day had 48 kids participate in spite of Bike Week traffic. The numbers for Comics Club and the Teen Advisory Board continue to rise.

c. Friends Update-The Friends have agreed to purchase a defibrillator for the library, but I told them details need to be run by the trustees since staff will have to be trained. I am waiting to hear back but I’m thrilled we will have this on site! Thanks Friends! They are gearing up for the Book It race which less than two months away as well as the August Book Sale!

d. Outreach-Karen continued her visits with the 7-Uppers, and now that school is over, the group will be coming to the library to work on a research project. Inter-Lakes Daycare loves their library visits, especially when they get a chance to go to the Children’s Room. Title I came to the library for an end of the year Ice Cream Social which was well attended and then they all signed up for Summer Reading. Chris has begun teaching technology classes at the Senior Center. Erin attended the Lakes Region Planning Commission’s annual meeting. Cherie continues her work with the Homebound and Judy with the nursing homes. Over 200 people reached.

e. CIP Presentation-Erin presented along with trustee Colleen Nolan the library’s masonry and gutter needs to the CIP Committee. We both felt that this went well. We received some helpful suggestions and will be updating our presentation for the fall.
f. **Building Maintenance Issues**-We had the carpets cleaned, chair lifts inspected and Al is working on sanding and staining some outdoor window sills in need of attention. There is an issue with the emergency door in the new wing which leads outside (near the rear entrance.) It does not close automatically and it is not alarmed. While we were closed, a delivery person used it (it was ajar) to drop off some boxes and set off the alarm when he entered the fiction room. 123 Lock key will be coming to put an alarm on that outside door. This will make it so that we cannot set the alarm if that outside door is ajar. The AC was broken in the Children’s Room last Friday. Global Mechanical came the same day to repair it. There was a broken piece in one of the compressors. We did have to close the children’s room as it was over 90 in that room. It was reopened the next day.

g. **Updated Part Time Review Form**-I updated the form for part-time employee reviews. I will attach it to the email with this report. I wanted something simpler than what is used with full-time employees.

h. **Summer Reading**-Begins July 9. We are doing three different programs: Children, Teens, Adults. Children will earn “coins” for reading a certain amount of time that can be exchanged in the “Library Store”. Teens will complete BINGO sheets that invite them to read different types of books and to try different activities in the library. Completed sheets can be turned in for a chance to win raffle prizes such as gift cards to local attractions. Adults will be given a free raffle ticket when they take a handout explaining our summer activities and when they attend adult classes and events. The tickets will be entered into a weekly drawing for a tote filled with prizes for a book lover. Summer Reading is largely sponsored by the Friends.

i. **Grant Updates**-I submitted a grant for $5000 to the NH Charitable Trust Foundation to help fund Full Circle Consulting. I am still waiting to hear about the Moose Plate Grant and to receive an invitation from L-Chip to apply for funding (mid-July).

j. **Monthly Self-Evaluations**-It was suggested that I do this quarterly. I will update on this again in September.
MEREDITH PUBLIC LIBRARY
PART TIME STAFF PERFORMANCE EVALUATION FORM

NAME ____________________________  CURRENT LEVEL AND STEP ____________

POSITION ____________________________  PROPOSED LEVEL AND STEP ____________

(AVERAGE HRS. PER WK) __________

DATE OF HIRE ______________________  YEARS EMPLOYED BY THE LIBRARY __________

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PART TIME STAFF PERFORMANCE EVALUATION FORM
MEREDITH PUBLIC LIBRARY

Overall Rating
An average of the ratings in each category

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<th>Needs Improvement</th>
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Goals:

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Library Director’s Comments

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Employee’s Comments

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Library Trustee Chair Comments

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Signature of Employee: ___________________________ Date: ____________________

Signature of Library Director: ___________________________ Date: ______________

Signature of Library Trustee Chair: ___________________________ Date: ______________
Knowledge: how well the staff member knows the job; a rating of Good indicates that the staff member has a good understanding of the majority of the tasks of their job and of library policy in general.

Quality of work: accuracy, thoroughness and dependability; a rating of Good indicates that the staff member usually does their work with minimal errors and only requires minimal supervision.

Quantity of work: work regularly completed; a rating of Good indicates that the staff member consistently does the amount of work expected in a normal shift and as outlined by their supervisor.

Judgment: solving problems and decision-making; a rating of Good indicates that the staff member can usually analyze situations and apply logic and common sense to resolve most problems on their own.

Initiative: self-motivation; a rating of Good indicates that the staff person will often take action on their own to resolve issues, make suggestions, and keep busy.

Adaptability: ability to deal with change; a rating of Good indicates that the staff person accepts change as a necessary part of the job, adapts to changes in policy and procedure with minimal disruption, and willingly tries to learn new technologies and tasks.

Staff Development: attendance at workshops and other continuing education opportunities; a rating of Good indicates that the staff person takes advantage, when possible, of relevant or interesting opportunities to refresh skills, learn new ideas and be inspired.

Communication skills: communicates clearly with co-workers, supervisors and the public; a rating of Good indicates that the staff member is usually friendly, positive and clear when speaking or writing.

Working relationships: contributes to a positive work environment; a rating of Good indicates that the staff member gets along with colleagues and is positive when interacting with other staff, working respectfully and cooperatively at all times.

Customer service: service to the public; a rating of Good indicates that the staff person strives to treat patrons politely and professionally, in a timely and efficient manner, and makes sure the patron’s needs have been met to the best of the library’s ability.

Attitude: positive and supportive to patrons and coworkers; a rating of Good indicates that the staff member is generally friendly and positive in all interactions, and directs any complaints they have to the appropriate supervisor; the staff member does not make negative comments about library patrons, policy, procedure or staff in the public areas of the building, or any part of the building where others may overhear.

Attendance: A rating of Good indicates that the staff person is usually present during their regularly scheduled shifts, gives reasonable notice for time off requests, and does not abuse time off benefits.

Punctuality: A rating of Good indicates that the staff person usually arrives at their assigned desk ready to work at the designated time, returns on time from breaks and stays at their assigned desk until their shift is over and their replacement is ready to take over.