

## **Meredith Public Library – Board of Trustees**

Minutes of the Board of Trustees Meeting – Tuesday, November 18, 2008

Trustees present: Laurie Brothers, Vickie Carty, Rhetta Colon, Paul Eldridge, Duncan McNeish, Jay Tivnan

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

The meeting was convened at 4:30 p.m.

### Secretary's Report:

The minutes of a special November 3, 2008 board meeting were approved as amended on a motion by Duncan and seconded by Jay. The minutes of the October 14, 2008 meeting were accepted unanimously.

### Treasurer's Report:

Duncan presented the report, which showed balances on hand as of November 18, 2008. He reviewed a handout regarding Senate Bill 377 (Prudent Man Rule versus Prudent Investor Rule). The board decided not to act on SB377 until Duncan contacts Trevor Johnson of RBC Dain Rauscher for input and an investment policy. This issue will be addressed at the December meeting.

### Director's Report:

- a. The Library's Long Range Plan was approved unanimously following a motion by Duncan and a second by Rhetta.
- b. The Governor's Compliance Committee has approved a waiver for the installation of a chair lift to the Children's Room with the stipulation that a member of the library staff assists the patron using the lift. Garaventa USA will begin the work after the State Building Inspector issues the required permit. Garaventa's \$69,000.00 bid will remain in effect for one year.
- c. Erin will develop a motion for the December meeting regarding the Birthday/ Staff Appreciation program.
- d. Paul will contact pertinent individuals (Fire/Police) about library safety issues. The staff should be trained in evacuation/ lock-down procedures. Fire Lane lines still need to be painted on the parking lot. Erin is awaiting word on this.
- e. Erin has been in contact with the National Trust for Historic Preservation in Washington, D.C. regarding window repair. According to them, windows in buildings constructed prior to 1944 should be refurbished and not replaced. Erin will contact firms from Southern New Hampshire and Weare, MA, which

were recommended by the D.C. organization. Bids will be presented at the December meeting.

- f. The board discussed the purchase of a fireproof filing cabinet for storage of the Minutes of the Library Board of Trustees. Rhetta suggested that this could be a possible “donation” item.
- g. The food/drink ban was reviewed. No action was taken.
- h. Erin reported that health insurance could be up by 14.8% instead of 12%. She will meet with Brenda Vittner and John Edgar about this budget issue.
- i. Erin requested \$400.00 to purchase playaway audios. Duncan moved to allot the sum of \$400.00 for this purchase; Rhetta seconded the motion which passed.

Old Business:

The final draft of the Meredith Public Library Board of Trustees By-Laws was presented for ratification. Paul made a motion to accept the by-laws as revised. Duncan seconded the motion, which passed unanimously.

No alternate is necessary at this point in time for Trustee member Dell Clough.

The Library Capital Improvement List is an on-going project of the board.

New Business:

Northway Bank, North Conway (John Stratton), is donating \$500.00 to the library for refurbishment of the windows in the older section of the library. Jay and Duncan discussed the need with John and he agreed to facilitate the donation from Northway. Rhetta suggested that we also pursue contributions or sponsorships from local businesses for the purchase of books, which would include a bookplate acknowledging said contributor and/or sponsor.

Erin displayed a data packet obtained from a neighboring town library. At the next meeting, she will provide the board with the cost of printing a similar packet for our patrons.

The meeting was adjourned at 5:55 p.m.

**The next scheduled meeting will be Tuesday, December 9, 2008 at 4:30 p.m. at the Meredith Public Library.**

Respectfully submitted,

Victoria A. Carty, Secretary  
Meredith Public Library Board of Trustees

