

# MPL Trustee Meeting Minutes

Tuesday, August 9, 2011,

The meeting was called to order at 6:03 PM

**Trustees Present:** Laurie Brothers, Duncan McNeish, Maribeth McEwan, Ann Butler, Colleen Nolan, and Paul Eldridge.

**Absent with notice:** Rhetta Colon

**Others Present:** Erin Apostolos, Director, and Judy Hodges, Assistant Director.

## I. Secretary's Report:

- a. A motion was made by Mrs. Butler to accept the report as amended. The motion was seconded by Mr. McNeish and passed.

## II. Treasurer's Report:

- a. Mr. McNeish explained to us the balances that we had on hand.

Meredith Village Savings Bank:	\$11,945.09
Receipts-deposited:	503.99
Receipts from income generating equipment:	504.47
Expenditures:	711.03

**Trusts:** July 1, 2011

Income Fund:	\$203,682.73
Nichiporuk Fund:	639,992.38

A motion was made to accept the Treasurer's Report as presented, by Mr. Eldridge and seconded by Mrs. Butler. A vote was taken and passed unanimously.

Expenditures for Meredith Public Trustee Board Approval:

Amazon.com card -	\$18.29
NHLA Conference Registrations:	30.00
Panasonic Financial Solutions -	44.63 per month

A motion was made by Mr. Eldridge to approve the expenditures, and to make Panasonic Financial Solutions a monthly bill to be paid on time. The motion was seconded by Mrs. Butler and passed by the rest of the Trustees.

A motion was made by Mr. Eldridge for Approval of the **Investment Policy/Prudent Man Rule**. This was seconded by Mrs. Butler and the Trustees were each polled and the motion was passed.

### III. Library Director's Report

- a. New Hires. Our new Reference Librarian, Michael Morris is doing very well. The new children's librarian Jennifer Stevens will begin August 30th.
- b. Update on building maintenance items which include the HVAC system. Mrs. Apostolos had an estimate to get it fixed for less than \$300.00. Mr. Eldridge made a motion that we authorize no more than \$300.00 from the checking account be spent to fix the HVAC cover. The motion was seconded by Mrs. McEwan and the motion passed.
- c. Circulation Report: Circulation is currently down by 14 %. Mrs. Apostolos has spoken to other libraries in the state and finds this to be the case with them as well.

### IV. Old Business

- a. Update – Mr. McNeish and Mrs. Apostolos explained that we now have a meeting with the architect, Chris Williams, and the Code Enforcement Officer, Bill Edney on August 23<sup>rd</sup>, at 9 AM. At that time we will go over the Fire Marshal's concerns for the Library.
- b. Mason work – Ms. Colon and Mrs. Apostolos are now looking for different masons to give us a quote since Tim Therrien was a no-show. .
- c. Costume room – Mr. McNeish was happy to report that the costume room is now empty.
- d. Long Range Plan – After reading through the newly drafted Long Range Plan for the Library, a motion was made by Mrs. Brothers to approve this. The motion was seconded by Mr. Eldridge and it was voted on and passed.
- e. Building Maintenance—A priority right now is that we need electrical work done in the library. We need more outlets to be installed. We will need electricity in the costume room to comply with fire marshal's request to move the ABE books worker out of basement area.
- f. At 7:30 pm Each Trustee was polled and the Trustees went into Executive Session.
- g. At 7:50 pm Each Trustee was polled and came out of Executive Session.

### V. New Business

- a. There was an article in the Laconia Sun dated July 26, 2011 praising the Meredith Public Library.
- b. Report on Energy Audit- Mrs. Butler went to the energy audit that the Town did on their buildings. The Library was the 3<sup>rd</sup> leakiest building in town. It will take 6 1/2 years for the money spent to make the Library more energy efficient, to be regained through that efficiency in the energy cost savings. However, Mrs. Butler was not impressed with the science behind the audit.
- c. Review of policy –Mrs. Brothers, Mrs. Nolan, and Mrs. Apostolos worked out the **Request to Remove Material Policy** for the Library. Mrs. McEwan

made a motion to accept this new policy and Mr. Eldridge seconded the motion, and it was voted on and passed.

- d. **Power Outage Procedure** – Mrs. Apostolos presented the revised policy and Mr. McNeish made a motion to accept this new Policy. Mr. Eldridge seconded the motion and the Trustees voted and the motion was passed.
- e. Calendar planning for August & September – The committee for the Budget Committee was set. Mr. McNeish, Ms. Colon and Mrs. Apostolos will serve.
- f. Evaluation of Library Director – At 7:56 Mrs. Butler made a motion to go into Executive Session. This motion was seconded by Mr. Eldridge and the Trustees were polled and went into Executive Session.
- g. At 8:18 pm Mr. Eldridge made a motion to come out of Executive Session. Mrs. Nolan seconded the motion. The Trustees were polled and the minutes from the Executive session were sealed.

VI. **Adjournment:** A motion was made by Mr. McNeish to adjourn the meeting. This was seconded by Mrs. McEwan and the meeting was adjourned at 8:25 pm.

**Next meeting: September 13, 2011 6:00PM**

Respectfully Submitted,  
Maribeth J. McEwan  
Secretary, Meredith Public Library Board of Trustees