

Meredith Public Library Trustee Meeting

June 14, 2011

The meeting was called to order at 6:01 PM

Trustees Present: Rhetta Colon, Laurie Brothers, Duncan McNeish, Maribeth McEwan, Paul Eldrigde.

Absent with Notice: Ann Butler, Colleen Nolan

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

Secretary's Report:

The Secretaries Report was amended to show the addition of the HVAC Cover Repair to the Building Repair list. Paul made a motion to accept the minutes as corrected and Duncan seconded this. They were accepted as corrected.

Treasurer's Report:

Duncan explained the various accounts and their balances.

Library Director's Report:

Library Management Workshop:

Erin attended a Library management workshop sponsored by the NHLA. The conference focused on four areas: Budget, Building Maintenance, Personnel, and Governance.

Summer Reading:

This program begins June 29th. The Adult reading program is sponsored by the Friends, and will feature a Lecture on Dr. Sherlock Holmes, and Author visit with, Lea Waite, on Collectors and Collecting a Teen writing workshop sponsored by the Friends, and many children's events and story times.

HVAC Report:

The air system on the balcony needs to be updated. Unfortunately it is not a budgeted item. Caswell is coming to give us an estimate on the cost of repair or replacement.

Old Business:

Security Camera:

Paul spoke to Phil, but did not get a definitive answer. We are hoping that since most other Town Buildings are now equipped with security camera, that the Library would be getting equipped as well.

Smoke detector/wiring issue:

The alarms in the front rooms have all been replaced, but the burglar alarm was incorrectly installed by Capitol Alarm. It will need its own phone line. Erin is contacting Bayring to set this up.

Staff Appreciation Day:

It will be June 15th at Sunshine and Pa's. The reservation is at 7:30 and there will be 10 people going.

Art Show:

Laurie told us about the Art show and the kids who entered. She is writing Thank You notes to the Judges, and returned to the Trustees \$30.00 of unclaimed prize money.

Mason work:

Paul got quotes for both chimneys to be repaired. Both of them have deteriorated and need major work. The left chimney's repair is estimated at \$2998.00 and the right chimney is estimated at \$1498.00.

Paul will be getting additional quotes for the repointing of the brick work outside.

The Costumes:

Paul received an e-mail from Brian Halperin of the Winni Players regarding the Players taking the costumes from the library. He said that Paul should contact Leslie Pankhurst and gave Paul her contact information. Paul will be calling her and asking her if the Players take the costumes if they could still have a weekly time for the public to use the costume room.

Long Range Plan:

Erin had sent the plan out but only some of the Trustees had received them. She will re-send them and we will go over them at the next regularly scheduled meeting.

Building Maintenance Priorities:

Summer 2011

- Replace HVAC cover broken from snow and ice-***In progress paid w/budget***
- Install second phone line for burglar alarm- ***In progress paid w/budget***
- Emergency Lighting needs to be fixed-***In progress paid w/budget***
- Replace AC unit for balcony-possibly add more vents (ask about staining)-
waiting on estimate
- Hire a consultant to help reorganize library space and plan new furniture-***Pending approval by trustees-estimate \$500***
- Storage for DVDs behind circulation Desk-***Pending approval by trustees-estimate \$3330.00***
- Replace missing screens and fix broken window cranks-***In progress paid w/budget***
- Clean Front lights- ***In progress paid w/budget***
- Costume Room to Winni Playhouse-***Paul will come with plan at next meeting that we can vote on.***

CIP 2011

- Repointing- ***waiting on estimate***
 - Seam is showing on building-church side
 - Paint removed from bricks
 - Bleaching repaired on bricks under granite sills
- Chimney Repairs-***\$4496.00***
- Windows with exterior rotting-above Jessie's office, in hallway next to balcony, basement windows-***Contractor and estimate needed***
- Granite steps need to be repaired- ***Contractor and estimate needed***
- New front railing-possibly in different location- ***Contractor and estimate needed***
- Front door and emergency door near back entrance need repair and staining in frame- ***Contractor and estimate needed***

Grant 2011

- Front Sign refurbished-***Need input from trustees by end of August-Erin will submit design to Board for approval***
- Reader Board enlarged with hours that can be changed-***with Front sign design***

Interior

- Remodel bathrooms

Install Security Cameras at entrances-*Town will not split costs-will get estimate from 123*

Need more outlets for laptops

Entire library needs painting

Remove old furniture-*TV and Podium on Craig's list*

Replace newspaper rack

Community Room-install closet doors, remove TV and podium, new flags, vinyl table clothes for meetings, new smaller podium, sitting area for staff

Defibrillator-*\$1486.74*

Other

Back of library needs landscaping-remove rocks-add bench-*Possible Friends' Garden Committee Project*

Paint over old handicap parking space-*Ask Mike Faller*

Carpet tears

Balcony-ramp from hallway a hazard?

Loose floor board in children's room

Basement-dolly, more storage units

Stair treads-replaced with treads that are friendly to visually impaired

New Business:

Quarter of the Year Calendar Planning and Website visit:

We had a brief overview of the Google Calendar site, but tabled any action on this until the next meeting.

New Staff and New Trustee Packets Discussion:

The By-laws and NHTLA Book will all be made available for both Trustees and newly hired Librarians.

Trustee Bio Information:

Several members were uncomfortable with giving out their home information and email. This was tabled until the next meeting.

NHLTA Report-Erin, Laurie, Colleen, Maribeth

This was tabled until the next meeting.

Policy Committee:

The request to remove material policy was tabled until the next meeting.

Erin's Evaluation due end of June:

Tabled until the next meeting.

Friends Report:

Tabled until the next meeting.

Executive Session:

At 7:45 the Trustees voted to go into Executive Session.

At 8:16 the Trustees voted to go out of Executive Session and seal the Minutes.

Friends Recommendation:

The Trustees gave their approval to Erin regarding her Friends Proposal.

Power Outage Procedure:

This was tabled until our next meeting.

A motion was made:

A motion was made by Paul and seconded by Laurie to adjourn the meeting. The motion was passed and the meeting was adjourned at 8:20 PM

Next meeting: July 12, 2011 6:00PM

Respectfully submitted,

Maribeth J. McEwan