

Library Trustee Meeting
Tuesday, January 24, 2012

The meeting was called to order at 6:05 PM.

Trustees Present: Rhetta Colon, Duncan McNeish, Maribeth McEwan, Ann Butler, Laurie Brothers, Paul Eldridge, Coleen Nolan

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

Secretary's Report:

Mrs. Brothers made a motion to approve the minutes from December 13, 2011 meeting. Mr. Eldridge seconded this motion and after a vote, the minutes were approved.

Treasurer's Report:

Mr. McNeish presented his report.

| | |
|---|------------|
| Meredith Village Savings Bank: | \$8,301.57 |
| Receipts-deposited: | 1,551.49 |
| Receipts from income generating equipment: | 1,551.57 |

Expenditures: 3034.31

Trusts: December 1, 2011

| | |
|------------------|--------------|
| Income Fund: | \$185,573.17 |
| Nichiporuk Fund: | 613,666.66 |

A motion was made by Mrs. McEwan to accept the Treasurer's Report as presented. The motion was seconded by Mrs. Brothers, and after a vote the Treasurers Report was accepted.

Library Director's Report:

Children's December Events Attendance 230; Tot Time and ABC and Me, the weekly pre-school classes, continue to be successful. Special pre-school programs included "Let It Snow". For older children there was Lego Club, Snowman Landscapes and Gingerbread Friends. Jenny had a special performer in to do Wintertime Music and Movement who offered music, dancing, musical instruments and puppets. Interlakes Day Care has started their visits gain. Jenny met again with Dr. Kelley, Principal and Alicia Parks, Reading Specialist at I-LES. Jenny has had 25

students sign up to attend her after-school enrichment reading classes which begins January 4. She is also working on offering this same program at the Lakeland School.

Adult Attendance 70; Our special lecture this month on the History of Gunstock given by Carol Lee Anderson, including a slide show. She was an excellent speaker and donated a signed copy of her book to our historical NH collection. Mrs. Apostolos offered a Holiday Pot Luck to the Genealogy Club and discussed using the Genealogists' Google Toolbox. Judy offered her mystery book group and Chris focused on "Speeding up your computer" at his computer club.

We had numerous questions on using Kindles with the library collection just after Christmas. In response to this Erin is offering a workshop on this in January. Chris and Mrs. Apostolos also are considering scheduling 30 minute time slots for one-on-one patron assistance.

Annual Stats:

Year ending 2010 we had 96,112 total circulation.

Year ending 2011 we have 93,245 total circulation for a difference of -3%.

The first half of the year our circulation was up and the second half our circulation was down.

Learn at the Library:

We launched our new "Learn at the Library" campaign in January and Mrs. Apostolos created a brochure of all classes and events for January and March. Classes are offered for all age groups

Old Business:

Front Walk-Railing issue:

Mr. Eldridge and Mrs. Apostolos will speak with Mr. Edney about fixing the front railing

Tour for Select Board and CIP:

Mrs. McEwan and Mrs. Nolan will work on sending invitations to the Select Board, The CIP Committee, and the Laconia and Meredith Newspapers inviting them to tour our Library on April 14th, at 11 AM.

Final Non-Resident Policy:

After reviewing the final Policy for Non-Resident Library Cards, a motion was made by Mr. Eldridge and Seconded by Mrs. Nolan to accept the Policy as written. A vote was taken and passed unanimously.

Hiring Update:

A new Janitor has been hired and begins January 26, 2012. His name is Al Finn and he comes highly recommended.

Inclement Weather Policy:

The Trustees gave Mrs. Apostolos the authority to close the library if the weather made it dangerous to either open or keep it open during inclement weather.

New Business

Meeting with Friends on Jan. 6

Mr. McNeish and Ms. Colon met with the Friends of the Library Board. They expressed concern about fund raising.

Jackie Bonafide-Public Relations Consultant:

Mr. McNeish and Ms. Colon met with Ms. Bonafide and Ms. Bonafide joined us later in our meeting.

Review of Investment Policy

Mr. McNeish presented us with a letter he had drafted to Ms. Terry Knowles at the Attorney Generals Office, reporting that for another year we would be following the "Prudent Man Rule" regarding our Investment Funds.

Guest:

Ms. Jackie Bonafide, a Public Relations Consultant, presented her ideas for the Library's Fund Raising. The Trustees thanked her for coming.

New Business:

Mr. Eldridge made a motion to hire Ms. Bonafide for phase one of the contract for her expertise in fundraising. The first installment for her services as a Public Relations Specialist will be \$2250.00. When she completes phase one, the other half of her fee would be due for a total of \$4500.00. Mrs. Nolan seconded the motion to hire Ms. Bonafide, and after a vote the motion passed.

Mrs. Apostolos mentioned that she needs two vacuums for the new janitor, not to exceed \$600.00. My Eldridge made a motion that the Trustees allow the expenditure of this money to buy these two machines. The motion was seconded by Mr. McNeish, and after a vote, it passed.

Executive Session:

Mr. McNeish made a motion to go into Executive Session at 7:59 PM. The motion was seconded by Mrs. Brothers. After each Trustee was polled the Trustees went into Executive Session.

At 8:06 Mr. McNeish voted to come out of Executive Session and this was seconded by Mr. Eldridge. The Trustees were polled and a vote was taken to seal the minutes for 30 years.

Adjournment:

A motion was made by Mr. McNeish to adjourn the meeting. Mr. Eldridge seconded the motion, and the meeting was adjourned at 8:08

Next meeting: February 14, 2012 at 6:00PM

Respectfully submitted,

Maribeth McEwan

Secretary, Meredith Library Board of Trustees