

Meredith Public Library – Board of Trustees

DRAFT

Minutes of the Board of Trustees Meeting – Tuesday, June 8, 2010

Trustees present: Laurie Brothers, Ann Butler, Vickie Carty, Rhetta Colon, Paul Eldridge, Duncan McNeish

Members absent: Maribeth McEwan, with notice

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

At 6:00 p.m., Chair Paul called the meeting to order.

Secretary's Report:

There being no additions/ corrections to the minutes of May 11, 2010, Ann moved and Rhetta seconded the motion that the minutes be approved. Vote was unanimously in favor.

Treasurer's Report:

Duncan submitted his report, explaining receipts, expenditures and financial investment information.

Director's Report:

Lakes Region Reads

Erin announced that her bid to obtain the NH Humanities Council Grant was successful. Along with contributions from Meredith Village Savings Bank, Laconia Savings Bank and the Inns at Mill Falls, the October Lakes Region Reads Program will be fully funded. It will kick-off at the Wright Museum in Wolfeboro, NH and end with a Big Band concert at the Tilton Veteran's Home. On October 24, the author of *The Guernsey Literary and Potato Peel Society: A Novel* will visit Inter-Lakes High School and Inter-Lakes Elementary School.

ILS Vendor Information

Erin presented a recommendation for replacing the current library software program with one from *The Library Corporation/ Library.Solution*.

Summer Reading Program Brochure

The brochure has many outstanding programs to offer patrons of all ages. The trustees congratulated Erin and her staff for their input.

Volunteer Job Descriptions and Liability

Volunteers must be fourteen years of age or older. All volunteers must have job descriptions. The town is liable if an injury occurs within the parameters of said job descriptions. Children's Librarian Jesse Wright will conduct a "volunteer-in-training" program for those who are under fourteen years of age and wish to become a volunteer.

NHLA Conference Report: Construction/ Labor

Erin shared information garnered at the conference.

Labor Laws/ Training Session July 8

Erin explained that library personnel files, according to the Fair Labor Standards Act, are considered town property because library funding comes from the town. She will learn more about this issue at the NHLTA Training Session next month.

October 22: All-Day Reference Training for Staff in Concord/ Library Closed

All library staff will attend this conference to gain insight into all matters pertaining to library functions (databases, readers' advisories, etc.). Vickie moved and Ann seconded the motion that the library be closed that day. Vote was unanimously in favor. Erin will give due notice of the closing via newspapers and postings in appropriate buildings.

Lions Club Donation

The Lions Club of Meredith has donated a mono-mouse for patrons' use. This device allows print to be magnified and projected onto a TV screen.

Painting Estimates

Two bids have been submitted. Erin will pursue further bids.

Friends Update: Garden/ Book Sale/ Financials for Friends

Ann advised that the minutes of the Library Trustees should record contributions from the Friends. Erin distributed the Friends of the Meredith Library 2010 Revenue and Expenditure Detail for the board's perusal. The trustees are very thankful for the programs, materials and hours of work that the Friends have so generously donated in support of the library.

Donation in Memory of Susan Brackett's Mother

Duncan moved and Laurie seconded the motion that two gardening books be donated to The Old Meeting House, Francestown, NH in memory of staff member Susan Brackett's mother. Vote was unanimously in favor.

Old Business:

Chair Lift Update

The chair lift installation has been completed. Erin is awaiting information from Garaventa representative Michael Doyle concerning the maintenance agreement.

Baptist Church (Paul)

This item was tabled.

Phil Warren: Meetings/ Operations Budget/ Personnel Folders

Rhetta, Duncan and Ann will meet with Town Manager Phil Warren to discuss operating budget concerns and other questions involving the library and its staff.

Art Show Update (Laurie)

The trustees received a thank you note from student artist and award winner Alicia Gagnon. Laurie read a letter she wrote thanking all those who helped make the second Annual Art Show a success. The letter will be mailed to individual judges and Janet Sangedolce, Inter-Lakes High School art teacher.

Alternates (Ann)

This item will be discussed at a later date.

New Business:

July Meeting

There will be no **regularly scheduled** July meeting.

NH Walks (Ann)

Ann moved that we participate in NH Walks. Vickie seconded the motion, which passed unanimously.

CIP Form

A discussion was held, and it was decided that Paul, Rhetta, Ann and Director Erin would attend the June 16 meeting of the CIP at the Community Center.

Report on 2010 Municipal Trustee Seminar (Ann)

Ann handed out a summary of rules pertaining to various library matters. The trustees will review these.

Barbara Clymer Dedication Ceremony

At 10:00 a.m., on June 13 at the Meredith Congregational Church, a special service will honor the memory of communicant Barbara Clymer. At 11:00 a.m., in the church nursery, there will be full dedication ceremony of the books donated by the library in Barbara's name.

At 7:39 p.m., Rhetta moved for adjournment; Ann seconded the motion, which passed unanimously.

The next regularly scheduled meeting of the Meredith Public Library Board of Trustees will be held on Tuesday, August 10, 2010 at 6:00 p.m. at the Meredith Public Library.

Respectfully submitted,

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