

Meredith Public Library Trustee Meeting  
September 22, 2010 6:00 PM

The meeting was called to order at 6:04

**Trustees Present:** Duncan McNeish, Rhetta Colon, Paul Eldridge, Maribeth McEwan, Ann Butler.

**Absent with Notice:** Vickie Carty, Laurie Brothers

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

Jessie Ahlgren, the Children's Librarian came before the Trustees to thank them for their support for her continuing education. She explained the courses she had taken and how they have helped her in her work for the Library. Jessie also discussed her Maternity leave. Her baby is due in December and she would like to take the current maternity leave and then go back to a 40 hour week when she is able.

The Trustees asked Erin to look into the possibility of hiring someone to fill in for a short term, 10 hour per week job during Jessie's maternity leave.

**Secretary's report**

A motion was made by Duncan to accept the report as written, and seconded by Ann. The vote passed unanimously.

**Treasurer's report**

Duncan gave his report explaining the current balances in the checkbook and other Library accounts.

**Library Director's Report**

Lakes Region Reads is on schedule and a web site has been set up covering this. The web address is: <http://lakesregionreads.wordpress.com/>

Painting Update. The painting has been completed and was done promptly.

ILS Update Due to the fact that the library software is antiquated, Erin has been researching a new system. The ILS System is a good one, used by

many of our sister libraries. Several of the Trustees have spoken to other Library Trustees and heard excellent comments.

A motion was made by Rhetta and seconded by Ann that Duncan discuss with the town options regarding the purchase of this system. The motion passed unanimously.

#### Need to update Library Staff Appreciation Day Policy

A motion was made by Rhetta and seconded by Ann that the Staff can take their birthday “off day” during the 30 days following their birthday. The motion passed unanimously.

#### Safety Committee-CPR, First Aid, Fire extinguisher training and unannounced fire drill

Erin is meeting with staff to discuss options for the upcoming fire drills and fire extinguisher training sessions.

#### Chair Lift Issues

There was a problem with the chair lift, and it was not working correctly. Erin tested it, and in fact found a problem. The Chair Lift Company was called and came out to service it. They questioned whether or not the lift is still under warranty. The lift was fixed, and so far Erin has not received a bill.

The Meredith Building Inspector, Bill Edney was called and approved the installation. A letter was written by Paul on behalf of the Trustees to the chair lift corporate offices with a copy to the State Elevator Inspector.

The Trustees have directed Erin to keep track of all correspondence with the company, as well as any incidents our patrons may have with the lift.

#### August Statistics

Our August statistics were up. From 8623 users last August to 9690 users this August.

### Summer Reading Wrap-Up

The Adult Summer Reading Program, run by Erin was a great success. Bernadette was instrumental in getting adults to sign up for the adult program. The Young Adult and Children's Summer Reading program was also noteworthy due to Jessie and Karen.

## **Old Business**

### Baptist Church Update

Paul sent a Letter of Intent to Errol asking for more information regarding the church's wish to sell us their property and the price they are asking for the church. So far Paul has not heard anything back from Errol or the Church Elders.

### E-mail issues/e-mail retention policy

Ann has not heard back from Terry Knowles yet regarding this policy. However, there are no RSA's requiring us to retain our email. Further discussion and investigation are needed.

### Money from Trustee of Trust Funds

Duncan suggested that the language of the motion made at the August 10, 2010 meeting of the library Trustees regarding acceptance of a disbursement of money from The Trustees of Trust Funds, Town of Meredith, be revised for a new motion and vote. He advocated that an amended motion about these funds read that the "Library Trustees accept a disbursement from Town Trustees of Trust Funds which would be expended by the Library Trustees for the purpose of major library maintenance items".

Rhetta moved to accept this and Ann seconded it, and the vote passed unanimously.

## **New Business**

Budget Committee Report Has been put off until after October 5<sup>th</sup> when we are able to get the information from the town on the costs of healthcare, dental, electric and oil.

### Trustee Workshop Report

Ann & Erin attended the budget workshop. Ann attended the Personnel Development Workshop. Ann addressed the issue of updating annually the job description for Director and performing the Director's annual review in a timely manner, annually.

### Winter Meeting Times

For the months of December, January and February, the Trustees will meet at the Library at 4:30 pm instead of 6 pm.

### NHLTA Road Show

They will be invited to the October meeting for a meet and greet.

### Financial Policy and Updated Long Range Plan

Erin will be setting up a meeting time with Laurie and Vickie to discuss policies and plans.

Ann made a motion to adjourn the meeting. Rhetta seconded the motion.

The meeting was adjourned at 7:46 PM

**The next regularly scheduled meeting of the Meredith Public Library Board of Trustees will be held on October 12, 2010 at 6:00 PM.**

Respectfully submitted,

Maribeth J. McEwan

Meredith Public Library Board of Trustees