

Meredith Public Library Trustee Meeting

Tuesday, September 13, 2011

The meeting was called to order at 6:03 PM

Trustees Present: Rhetta Colon, Duncan McNeish, Maribeth McEwan, Ann Butler, Laurie Brothers, and Colleen Nolan.

Absent with notice: Paul Eldrigde.

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

Mrs. Apostolos introduced us to the new Children's Librarian, Mrs. Jennifer Stevens.

I. Secretary's Report

a. A motion was made by Mr. McNeish, and seconded by Mrs. Brothers to accept the minutes of the June 28th 2011 Special Meeting minutes. A vote was taken and the motion passed.

b. A motion was made to pass the minutes of the minutes of the August 9, 2011 meeting, by Mrs. Brothers. The motion was seconded by Mrs. Butler a vote was taken and passed as corrected.

II. Treasurer's Report

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

Meredith Village Savings Bank:	\$10,124.63
Receipts-deposited:	624.98
Receipts from income generating equipment:	625.47

Expenditures:	2,415.93
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Trusts: Sept 1, 2011

Income Fund:	\$194,159.52
Nichiporuk Fund:	626,976.65

A motion was made by Mrs. Butler to accept the Treasurer's report as presented. The motion was seconded by Mrs. Nolan and after a vote was taken the motion passed.

B. Approval of Monthly Expenditures

Adel-XT Computer - \$80.00
Caswell & Son - 102.00
KSC Child Lit Fest - 90.50
City of Concord - 7.50

A motion was made by Mrs. McEwan to pass the expenditures presented. The motion was seconded by Mr. McNeish and after a vote was taken, the motion passed.

III. Library Director's

- a. New Hires: Both are working out well; very hard working.
- b. Certified Public Library Administrator – Tabled until next meeting.
- c. Adding Juvenile Donations to weekly deposit –

Mr. McNeish made a motion to add this to the weekly deposit list. Mrs. Nolan seconded this and after a vote it was passed.

- d. Tom Ladd Meeting – Has been to the Library and spent time going through. He will have documents prepared for our next Trustee meeting.
- e. CIP – Mrs. Apostolos and Ms. Colon met with the CIP Committee and presented to them a report. They provided us with required forms and documents for future use.

IV. HVAC – After many attempts to repair the balcony AC unit, it was agreed we need to replace the unit. In addition the unit in Mrs. Stevens's office shuts off constantly and needs repair. Conservation Plumbing was able to fix the problem with the staff AC. Clean-up of HVAC and repair of units should go into 2012 budget.

V. New Business

- a. Meeting with Ken Jones, Chris Williams and Bill Edney -
There are several adjustments that need to be made to bring the library safety up to new standards. The Childs room was originally designed for 25 children and one staff member. The rail on the second floor balcony needs to be raised, and the skylight in the lobby needs to be retrofitted with fire-proof glass.
- b. Proposal for 2012 Trustee Budget
Mr. McNeish, Ms. Colon, Mrs. Apostolos, and Mrs. Butler will be working on the 2012 budget.
- c. Update Building Maintenance Plan
Mrs. Apostolos passed out copies of the revised Building Maintenance Plan.
- d. Updated Part Time Job Description

The term “Season Employee” has been replaced as “Part Time Employee” as the Library now needs part time help year round.

Mrs. Butler made a motion to accept this new terminology and Mrs. Nolan seconded it, and after a vote, it was accepted.

e. Updated Part Time Vacation Policy.

Mrs. Apostolos presented the part time employee vacation policy, for Trustee approval.

Mrs. Butler made a motion to accept the policy for part time employee vacation time, and this motion was seconded by Mrs. Brothers. The motion was voted on and passed.

f. Unattended Children Policy – Tabled for revisions until the next regular meeting.

g. Credit Card Policy –

A motion was made by Mrs. Nolan and seconded by Mrs. Butler to accept the changes to the credit card policy. A vote was taken and passed by the Trustees.

VI. Old Business

HVAC

One system is broken, one is very nearly broken, and one is working some of the time. This system will need work, which should be put in the 2012 Budget.

a. Energy Audit

An Energy Audit of the Library was passed out to all the Trustees.

b. CIP-Mason Work, painting, step/railing/front walk repair, sprinklers, balcony, window

Please review the McMillan Building Maintenance Plan. It was suggested that perhaps the Library needs to do some fund-raising in order to cover much of the costs of repairing our historic building.

VII. Executive Session – Library Director Review

Mr. McNeish made a motion to go into Executive Session. Mrs. Butler seconded the motion and the Trustees went into Executive Session at 7:58 PM.

At 8:08 PM a motion was made by Mrs. Brothers to come out of Executive Session. The motion was seconded by Mrs. Butler. A vote was taken and the Trustees came out of Executive Session.

VIII. Adjournment –

A motion was made by Mr. McNeish to adjourn the meeting. The motion was seconded by Mrs. Nolan and a vote was taken and the meeting was adjourned at 8:10 PM

Next meeting: October 11, 2011 at 6:00PM

Respectfully submitted,

Maribeth McEwan

Secretary, Library Board of Trustees