

## Final Minutes of the Dec 6 2016 Library Trustee meeting

**Attendees:** Beth Forgione, Beverly Mutrie, Linda Coe, Laura Pouliot, and Amy Magnarelli attending via phone.

Beth called the meeting to order at 4:00 pm.

Purpose of the meeting was to review the proposal by Prism (via Unitil) to upgrade our lighting to cost effective and energy efficient fixtures. Melissa Lloyd, the electrical engineer from Prism recommended we leave the emergency lighting configuration already in place, but replace with efficient options. Via an interview with Bev, the town's building inspector Mark Sikorski concurred. He also recommended we replace the fixtures with a similar type rather than switch out emergency lighting to non-emergency lighting. Mark thought the pricing on the fixtures proposed was excellent. The work proposed will address the failed ballasts which are becoming more and more difficult to obtain.

The final estimate Prism gave us was \$21,500 (not including two triple pendants in the seating area). Around \$4,600 would be paid by Unitil via an incentive grant; the remainder of \$16,898 would be the responsibility of the library. Melissa will provide us with an updated estimate to include the two triple pendant lights. We anticipate both the gross and incentive grant amounts will go up slightly due to the increased scope of the two pendants.

We decided to increase the Kelvins (i.e. change the color) of the lights in the work room and over the circulation desk to make it seem brighter. We decided to put brighter LED lights in the boiler room as well as it is pretty dark in that space after hours.

The exterior can lights under the portico are not included in the proposal. We can switch these lights as needed in the future by disconnecting the ballast and using LED bulbs.

We agree all the fixtures in the proposal should be included in the work done by Prism, but we also added the two triple pendants over the seating in the main area which had not been included.

The LED bulbs being proposed have an estimated life span of 100,000 hours. (In library terms that means up to 50 years.)

The initial payment will be about \$10,000. A firm number will be available when an amount is added for the two pendant fixtures not included in the first proposal. The remainder can be paid with an interest free loan through Unitil over a ten year period, with donation money or funds remaining in the 2016 budget.

It should take 3-4 days to complete the changeover. The goal is to complete the project before year end. This timing should cause minimal interference to library programs since the children's programming does not start up again until January. Barbara will work on scheduling with Prism to assure the most agreeable window for both parties.

Beth motions to go with the proposal as presented by Prism with the addition of the cost for the triple pendant fixtures in the main seating area. Gross cost (before incentive grant applied) not to exceed \$25,000. Linda seconds the motion. All in favor.

Beverly motions that Beth or Amy can sign the loan document and the contract on behalf of the Board. Laura seconds. All in favor.

Recommendation: Include a write up of the major building improvements completed this year in the annual report narrative (roof, lighting). Mention the significant savings to the town long term by taking these actions.

Beverly makes a motion to go into non-public at 4:36, Amy seconds the motion. Roll call vote in; all in the affirmative.

Linda makes a motion to seal non-public minutes, Laura seconds. All in favor.

Beth makes a motion to adjourn at 4:50 pm, Laura seconds the motion. All in favor.