

LIBRARY TRUSTEE MEETING Final Minutes

Sept. 27, 2018

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Laura Pouliot was attending as the alternate and will not be voting this evening. Barbara Tosiano and Larry Smith were also present.

Amy called the meeting to order at 4:01 pm

MINUTES OF LAST MEETING: Bev motions to accept, Judy seconds

Acceptance of donations and unanticipated funds for August, 2018- Amy motions to accept \$134.12 in unanticipated funds, Beverly seconds the motion, all in favor.

TREASURER'S REPORT: Beth is concerned about getting the generator project underway since we encumbered funds for the electrical work. The building inspector needs to tell us where we should/can put the generator before we can start the wiring. Laura checked the specs with the building inspector last year. She read off what the requirements were. We will take a look after the meeting at the potential sites. Salaries are on target for this point in the year.

DIRECTOR'S REPORT: Book discussions have been very well attended. There were 19 attendees at last week's book club. Barbara spoke to the Tricentennial committee about the Alice Brown program we are planning for the Tricentennial. Story time sign-ups are going well; most sessions are full. The side door has been ordered. Bob Moran will install the door within a couple of weeks of arrival. The fan parts on the AC have been replaced. The glass on our display case broke. Barbara called the company and they replaced it under warranty. Now we need to find a home for the broken one. The "Herbal Gifts from the Garden" program had 51 attendees. Barbara would like to invite this speaker again in the spring. Tues Oct 16 there will be a program on the "Shaker Legacy" presented by Darryl Thompson. He grew up in Canterbury Shaker Village and is well versed on their history.

CONTINUING BUSINESS:

Building Addition- nothing this month. Parking issues need to be solved before we increase the size of the building.

Side Door- will happen soon.

Generator, electric work and propane tanks- Generator should go near the dry well behind the fence. Propane tanks need to be 10 feet from the generator, so we are unsure of where they would go exactly. We should pick the vendor next and have them give final approval over site. We need to get an electrical and/or permit for this? Generator connection- gave estimate for 10KW Kohler generator for \$5800. Seacoast generator gave us a very similar quote for \$7000 but they included the electrical. We wondered how much a service plan would cost? Laura will call Seacoast generator to see if their estimate is still good. Laura also has a coupon for \$500 off an installation. If they will honor the coupon should go with them. Beth makes a motion to approach Seacoast generator to see if they will honor the expired coupon, and the estimate is still accurate and can do the work before year-end, then we will go with them. If any of these conditions do not hold, we will go with Generator Connection, assuming they can do the work by year-end. If neither company can do the work by year-end, we will need to revisit this. Judy seconds, all in favor. We will need to get a propane tank as well. Proulx gave Amy a price of \$1350 to purchase and install both tanks. Beth motions that we purchase our propane tanks from Proulx as long as they can complete the work for under \$1500 and can complete it before the end of the year. Judy seconded the motion, all in favor.

CIP- another meeting will be held on 10/3. Our projects (air conditioning and generator) were rated 4 and 5, which is very low priority. There is another meeting coming up later in October. If the CIP doesn't approve the generator we can use donation funds for this project. After some discussion, it was decided that the generator wouldn't get the support of the town, so we decided to pull the CIP for the generator. We will keep the CIP for the air conditioning in place. CIP proposed that we call our warrant article a "building maintenance reserve fund" and use this for air conditioning as well as trim and painting. Estimates for AC ranged from \$30-35,000. if we collect \$7,000 per year over 5 years, that would cover us.

Parking- Larry discussed a "municipal parking area" to be shared with Library and town buildings. The fire department agreed that it will not work to have the Library share a lot with the fire department. If a call comes in, the fire department will need the parking lot. Larry thinks the parking issue needs to be part of a master plan with the town. Can we put a parking lot in between the library and fire department? Can Dick Robinson measure the area and give us a ballpark estimate for how much it would cost? Maybe once we have a rough estimate, we can go to the town and present that to the board. Once the board of selectmen is aware of it, they can hire an engineering firm to come up with a plan and send it out to bid. Laura suggested that Barbara make a list of the number of programs we have had where people had to park out on the road or walk up to the Library from the town hall. We should also discuss with the fire and police department. This needs to get onto the Selectmen's Agenda. If we can get on the agenda for the last meeting of the month, all of the department heads will be there. Beth and Laura will talk to the fire and police about this. We will aim for the Oct. 17 selectmen's meeting.

Signage-The State prison has a program that makes engraved signs, printing and furniture. Barbara will investigate and see what kind of prices they have for various types of signs.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Review Preliminary Budget for 2019-We submitted a budget that was very similar to this year's budget. Beth says we may need to tweak it once she gets numbers for benefits.

Book Sale Report - \$1,122.25 so far. We believe this may be a new record. A book dealer showed up and scanned the ISBN's and offered to sell about 4 boxes of books for us at a larger mark up, and split the proceeds 50/50 with us. Beth thought we could take a box of art books (missing the ISBN numbers) to the dealer in Exeter to see if he would be able to sell them. We will need more volunteers to help sort books in the future.

Beth made a motion to adjourn at 6:00 pm. Judy seconded the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: **October 18 at 4:00 p.m.**