

LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES

**MEETING MINUTES**  
**June 28, 2017**

**TRUSTEES IN ATTENDANCE:** Sara MacIver (chair), Jani Fillion (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Judith Dean, Barbara Enderson, Joe Evans, Kevin Hastings EXCUSED: Judy Jones Girouard

**CALL TO ORDER** Sara MacIver (chair), at 7:04pm.

Approve minutes from May 31 and June 13, 2017:  
MSV –To accept the minutes as amended. – Mary/Barbara– (8-0) – MOTION APPROVED

**OLD BUSINESS:**

**ACTION ITEMS TAKEN CARE OF FROM PREVIOUS MEETING:**

**ACTION:** Jani to purchase the g/c and Joe to provide a card.

**ACTION:** Meagan to pick up L-brackets for a shelf to be fixed. Jani to ask Jim for assistance. Thank you, Jim!

**2nd ACTION:** Investment Committee will meet with Ken Kinder of Stifel Nicholas with options on how to grow the money in the Heald Principal Account, and present to the board.

**Committee reports:**

Sara passed out a copy of an estimate from Details for window covering with UV protection for the Historical Room. Discussed cost for upgrades in ventilation/air-conditioning/heating/humidity. One estimate that Meagan secured for the entire library was \$25k.

Discussed waiting for estimate on replacing all windows and comparing the cost of the window covering vs. just using a blind, or waiting to replace the window. Questioned rules around making changes to a historical building; asking patrons if they would want to gift a window; and asking Littleton Mill Works for an estimate on replacing windows.

**ACTION:** Sara will contact Details to let them know we are still considering, and Littleton Mill Works for an estimate on window replacement(s).

**Archival Service**

Sara contacted Sara Gallagher with the NH Circle Society for advice on finding an archivist. They are also looking for an archivist, but she mentioned the *In Look Group* in North Conway, who then suggested Plymouth State, or look for a retired archivist. *In Look Group* will contact Sara with more information on Thursday, June 29.

Jani emailed Thomas Ladd of Whitefield, still waiting for reply.  
Kevin left a message with Dick Alberini, still waiting for reply.

MSV = Motion, Seconded, Vote

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**Archival Service (cont'd)**

Funds would come from the Heald Fund.

Sara suggested having Trahan Cleaning Service clean the room.

Step One: Meagan will find out how many archival boxes we need

In the meantime, we will keep the blind closed until we find an archivist for guidance.

**ACTION:** Sara to contact *In Look Group*; Kevin to contact Dartmouth College and Dick Alberini; Jani to contact Thomas Ladd; Meagan to contact Plymouth State.

**Toilet:**

It's fixed! Non-lead pipes have replaced the old, leaky lead. The problem may have been from an overflow by an habitual offender. We will wait to paint the wall until it is completely dry, estimated between \$200-300.

Kevin inquired about whether Corey's came to remove a plug. Meagan had requested for the wires to be "killed," but they said it was too difficult. They left it live, but capped it.

Jani recommended Justin Poulton or Dwayne Glidden.

**ACTION:** Meagan to contact Justin Poulton or Dwayne Glidden. Building Committee will meet to discuss upgrades to heating/a-c system.

**DIRECTOR'S REPORT:**

Attached.

**NEW BUSINESS:**

**Furniture for Children's Room**

Steffaney requested a chair for story time (\$349). It is a library-grade chair, which could be taken from the Joan Shaw Memorial Fund, specified for Children's Room renovations. Discussion about desks needed as well.

MSV – To purchase chair and desks Meagan has approved to be taken from the Joan Shaw Memorial Fund – Judith/Kevin – (8-0) – MOTION APPROVED

**Andy Mosedale Proposal**

Meagan asked Andy for a quote to upgrade our Internet service, as we need increased bandwidth.

Proposal (attached) for three phases of network system work.

Funds to be withdrawn from line item **Professional Services:** \$500 + many sources of book money, for the remainder. This will improve Wifi service to our patrons and the staff.

MSV – To complete the three phases up to \$1,250 as presented by Meagan Kevin/Joe – (8-0) – MOTION APPROVED

MSV = Motion, Seconded, Vote

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**Landscape Beautification**

Joe suggested the committee meet to discuss beautification/landscaping. Meagan suggested reaching out to the Friends for volunteer work. Mary suggested the Littleton Garden Club.

**ACTION:** Joe will collect information to bring to the committee from designers with quotes.

Kevin mentioned the upcoming sale at the Franconia Catholic Church for the Good Neighbor Food Pantry, and asked Meagan if she would like books that are overage. Meagan said yes, depending on the titles.

**REMINDERS:**

**3rd ACTION:** Personnel committee will revisit the payout policy.

**3rd ACTION:** Kevin to speak to Town Manager to provide better parking for the library staff.

Motion to adjourn at 8:55 pm.

**NEXT MEETING Wednesday July 26, 7pm, library.**

Respectfully submitted,  
Kim De Lutis, secretary 6.28.17