

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

DRAFT: MEETING MINUTES
August 30, 2017

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

CALL TO ORDER Sara Maclver (chair), at 7:05pm.

Approve minutes from July 26: MSV –To accept the minutes. – Joe/Judith (9-0) – MOTION APPROVED

Gifts:

- \$200 from the Fraternal Order of the Eagles towards the purchase of Large Print Books
- \$200 from Alexander Zalesky towards the purchase of science fiction and fantasy
- \$27.86 from Ronald Paula

OLD BUSINESS

MICROFICE's estimate for newspapers 17¢/page @1972 pages = \$325.24 for years 1855-1864 of the People's Journal (9 years) at 300 dpi. They create a TIFF image that will be searchable. We could move towards more online presence for historical works if we find the newspapers successful. The Littleton Journal is 24¢/page for 7 years = \$515.76 We could digitize the two oldest (and smallest) newspapers in Littleton for approx. \$850. Discussion of the need to preserve our oldest newspapers. Judy asked what Dick Alberini thought. Kevin mentioned we were given money to do this and the historical society may have items to digitize. We would get an electronic file and it would be up to us how we distribute it. We could upload them to our website, and provide access to people in the community.

MSV – To digitize these two journals -- Kevin/Judith – (9-0) – MOTION APPROVED

Joe received a quote from Audrey Crowe Landscapes (attached). Discussion about cutting costs versus fundraising for the whole amount. The Littleton Garden Club is spread thin. **ACTION:** Joe to get full quote for everything from Audrey and maintenance for two years. Once a quote is received, the fundraising committee will meet to discuss covering costs for garden beautification.

Kevin left two messages with Amos and the town manager since the last meeting but hasn't spoken to either. Amos came to the library talked about the exterior paint being lead. Amos fixed the back door. **ACTION:** Meagan will contact Amos to find out if the Town is responsible for covering the costs of exterior repairs.

MSV = Motion, Seconded, Vote

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The Personnel Committee revisited the payout policy.

Meagan asked to add a line that PTO be clearer. Discussion about vacation and PTO carryover.

MSV – PTO is not included in any form of termination. Kevin/Judy – (9-0) – MOTION APPROVED

Kevin still has not met with the town manager re: parking spots for staff. Meagan said she would like 4 parking spots. **ACTION:** Building Committee to ask Andrew for a formal meeting.

DIRECTOR'S REPORT: Attached.

Book Sale is Sept 22. Steff's retirement party is scheduled for October 7th at 1pm in the library. **ACTION:** Board members to chip in at next meeting for gift card for Steffaney.

NEW BUSINESS:

Building Committee met on August 3 at 9:00 AM to discuss upgrades to heating/AC system. Report attached.

MSV – Call Don Hicks to service boiler and make adjustments to pressure gauges, fix damper and cold-air exchange to his specifications, up to \$500 -- Joe/Barbara – (9-0) – MOTION APPROVED

Gala

Barbara spoke with Muffy Copenhaver about a gala. Meagan mentioned the Friends would like to take on this event. **ACTION:** Meagan will get in touch with Muffy (Irene).

Copier Contract

Meagan said the machine is 5 years old and the lease is up in January. It isn't networkable. The quote for a new machine that scans digitally is the same cost.

MSV – Xerox Versa Link to lease -- Barbara/Jani – (9-0) – MOTION APPROVED

Budget prep

Meagan would like to meet with the budget committee, since we will need to start preparations in October. **ACTION:** Mary, Kevin, and Jani will set up a meeting.

Annual Appeal

Kevin, Judy and Sara will set up a meeting in October.

ACTION ITEMS TAKEN CARE OF FROM PREVIOUS MEETING:

Kevin read Northern Conservatories website about UV information. UV detection kits/beads (under \$10) are available on this site and we could assess the amount of UV before proceeding.

MSV = Motion, Seconded, Vote

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Details estimate: \$504 for a coating with 99.9% UV resistant. A/C must be removed.

Mitch Greaves, Littleton Millwork Inc. estimates for one (1) radial head window:

Option A

Replace the glass in the existing unit using an insulated glass with safety glass to reduce the UV rays = \$1,900 to \$2,100 includes painting on the exterior only, restoring the existing sash and weather-stripping.

Site work based on sash installation @ \$700 to \$900

Weather strip window stops \$400

Total @ \$3,400

Option B

Make new window sash to fit into old opening with the same specifications as above = \$6,100 to \$7,000 includes painting on the exterior only

Excluded is any work on the exterior frames & brick molding that maybe needed to restore the frames due to rot. Further study would be required on the exterior.

Judy recommended Black Sash Restoration in Braintree, VT: 802-345-5684 (no website)

MSV – Building Committee to ask Black Sash for a quote for one window in the Historic Room -- Judith/Kevin – (9-0) – MOTION APPROVED

MSV – Remove A/C , put window in operating form, and purchase \$504 Details U/V protection window unless the Building Committee decides something else, monies to be withdrawn from the Heald Fund -- Kevin/Judith – (9-1) – MOTION APPROVED

Motion to adjourn at 9:05 pm.

NEXT MEETING Wednesday September 27, 7pm, library.

Respectfully submitted,
Kim De Lutis, secretary 8.30.17

MSV = Motion, Seconded, Vote