

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

DRAFT: MEETING MINUTES  
July 26, 2017

TRUSTEES IN ATTENDANCE: Sara MacIver (chair), Jani Fillion (vice-chair), Mary Swinyer (treasurer), Barbara Enderson, Kevin Hastings, Judith Dean, Joe Evans, Judith JonesGirouard EXCUSED: Kim De Lutis (secretary)  
DIRECTOR: Meagan Carr – present  
PUBLIC: None

CALL TO ORDER Chair Sara MacIver at 7:04pm.

MSV – To approve the minutes from 6.13.2017 — Joe/Judith – (8-0) – MOTION APPROVED

**Correspondence:** Thank-you card and note to Board from Margaret Gale for Sullivan’s Greenhouse gift certificate – very much appreciated and glad to see so many positive changes in the Library and programs.

**Gift Money:** \$250 anonymous donation to pay for the Build a Better Dollhouse workshop. MSV to accept – Judith/Joe – motion approved.

**Old Computer Equipment:** Arwen has gathered several items together that are outdated & unusable. Kevin will ask his son, Anson, to pick up & haul to a special recycling service in Vermont as soon as he is able.

**Old Business:** Action Items from previous meetings

- ACTION: Sara will contact Details to let them know we are still considering. Littleton Mill Works has looked over the window and is very interested in creating an estimate and may be able to offer a reduced rate as a donation toward the project. Quote forthcoming from Littleton Mill Works.
- ACTION: Sara to contact *In Look Group* – no response back as of yet; Kevin to contact Dartmouth College - referred to Keene State; and Dick Alberini – is quite interested in assisting and would like to meet with the committee to discuss how he may be able to lend a hand with the limited time he has available; Jani to contact Thomas Ladd – he did not have any ideas, but would contact Jani if he did – also contacted Fairbanks and was given the name of Patricia Swartz - may be interested in assisting/advising – Jani will follow up with Pat; Meagan to contact Plymouth State – Cynthia will be in the Littleton area vacationing and will stop by the Library to chat with Meagan this coming Friday.
- ACTION: Jani spoke with Devon Trahan about cleaning the NH Room – he met with Meagan and estimated \$400 to remove, clean, replace the entire room. MSV – to hire Devon Trahan to clean the NH Room for \$400 to come from the Heald Fund Income Balance — Jani/Judith – (8-0) – MOTION APPROVED
- ACTION: Kevin to discuss digitizing Courier with Dick Alberini and verifying with MICROFICE what the finished product will be – searchable PDF?
- ACTION: Meagan to contact Justin Poulton or Dwayne Glidden – Justin has examined the fan system in the Children’s Room and has ordered a new controller. Building Committee will meet on August 3<sup>rd</sup> at 9:00 AM to discuss upgrades to heating/a-c system and other items as discussed tonight – will come to next Board meeting with written plan prioritizing various projects both inside and outside.
- ACTION: Joe will collect information to bring to the committee from designers with quotes – although two landscapers are interested in the project, it is a busy time now – may have to wait until late fall/early spring to actually complete any real amount of work. In the meantime, will be gathering information, ideas, and estimates (including Littleton Garden Club). Perhaps fundraising can be focused on this one special project. Joe brought up some exterior painting issues – railing, fencing, and window/door trim. Also discussed condition of front steps – need attention.
- ACTION: Kevin to reach out to Amos (Town) to check on exterior issues and pass them along to Building Committee. Jani mentioned the exterior is supposed to be handled by the Town, rather than the Library.
- ACTION: Personnel committee will revisit the payout policy – has not had a chance to meet yet, but will before the next Board meeting. Discussed briefly Stefanie’s status.

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- **ACTION:** Kevin to speak to Town Manager to provide better parking for the library staff - Meagan suggested possibly obtaining placards from the Town for each staff member to be used in the Community House lot. Kevin will inquire about this and other ideas the Town Manager may have as a solution.

**Director Report (see attached)**

Meagan reviewed her report – added details and answered questions. One such question was clarification of a \$1,400 charge for audit work which was never properly completed. There was much discussion about what was and was not done by the auditor. Meagan will check on this item with Karen Noyes. Also, in addition to a recent roofing repair, Carl Dunn will be presenting an estimate for roof replacement over the back addition (not completed in 2007 with the rest of the main roof), which will be forwarded to the Building Committee to be included in the Capital Improvement Plan. Discussion then moved to the boiler, burner, heating issues, annual budget, special funds, engineering assessment, etc. After more discussion, it was decided that the Building Committee needs to meet and there are budgeting questions to be referred to the NH AG's office.

**New Business**

- **Annual Appeal Letter**

Sara spoke in favor of using the exterior landscape renovations as the focus of the annual appeal. Everyone seemed to be in favor. The discussion will continue at the next meeting.

- **Volunteer policy**

Meagan presented a draft Volunteer Policy, which was a compilation from several other such policies in use by other Libraries. MSV – to adopt the policy as presented with minor changes and to include it in the Library General Policies & Procedures — Jani/Judith – (8-0) – MOTION APPROVED. Once Meagan has a chance to update the changes, Kevin will add it to the General Policies document.

- **Capital Improvement Plan**

Once the Building Committee meets, a plan will be developed and presented for discussion and adoption. Once completed, it will be forwarded to the appropriate Town officials. It does not need to be highly detailed, but should contain all the “wish list” items that may exceed \$5,000 in the next several years.

Motion to adjourn at 8:45pm by Sara.

NEXT MEETING: Wednesday August 30, 7pm, library.

Respectfully submitted,  
Kevin Hastings, acting secretary 7.26.17