

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**DRAFT: MEETING MINUTES  
October 25, 2017**

**TRUSTEES IN ATTENDANCE:** Sara Maclver (chair), Jani Fillion (vice-chair), Mary Swinyer (treasurer), Barbara Enderson, Kevin Hastings, Joe Evans, Judy Jones Girouard, Kim De Lutis (secretary) **Excused:** Judith Dean  
**Budget Committee:** Steve Kelley, Diane Cummings  
**Town Manager Andrew Dorsett**

**CALL TO ORDER** Sara Maclver (chair), at 7:00pm.

Approve minutes from 9/27 MSV –To accept the minutes. –Barbara/Jani (8-0) – MOTION APPROVED

Sarah welcomed Budget Committee members Steve Kelley and Diane Cummings and Town Manager. Meagan discussed the great things that are happening at the library over the past 10 months, namely:

Expanded hours: now open till 5pm instead of 12:30pm on Thursdays; full day on Saturdays which is like adding 8 hours to staffing without hiring --- all done by restructured scheduling.

Guest speakers and the Summer Author Series: Diane commended Meagan for securing funding for these programs.

Social Media: Meagan manages the website; we're members of the Chamber now; we're active on Facebook. Diane mentioned she's seen the patrons' excitement over the library and that makes more and more people talk about it. She also noted she's seen many volunteers. Joe mentioned the Friends of the Library are doing wonderful things. Jani mentioned Barbara Strain's generous volunteering with the landscaping. Sara mentioned the high schools who will be doing volunteer work for community service.

Jani mentioned changes to paid holidays; the Board rewrote the handbook, and cut down on staffing and PTO days.

We have a building that has a lot of maintenance needs, Jani referenced how cold a section of the basement is, where patrons would sit. Steve mentioned that there wasn't much transparency in the past, no specifics accompanied the budget requests. Diane mentioned the budget committee looks at how things are handled. Fundraising, volunteers, how are these resources being utilized and how active are they? She stressed the importance of being cognizant of where the money will be spent and on what, the more detail and orderly, the better.

Andrew asked if the Energy Conservation Commission has come to the library. Meagan said they have, and she will follow up.

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Steve went on to discuss that about a year and a half ago the Parks Commission was asked to study their programs. A lot of communities have put libraries, parks, and senior citizen centers together. Andrew said there's a private investor looking at developing the Murro property, to purchase the senior center. Steve said the town has talked about having an indoor pool, more services for senior citizens, and mentioned that looking ahead, we should consider moving the library to be next to these new facilities. The location would probably be Remich Park, but the Town is exploring various sites. Andrew mentioned that it would be a recreation community for everyone, not just kids. Diane said we're asking everyone to think into the future.

Diane said timing is critical for the library to prioritize its direction, and connect with CIP. Joe said even if the library moved, we would still need to maintain the building. Diane said we have to be good stewards to this building.

Diane mentioned we give the Community Center \$30k. Jani mentioned the building was gifted to the town. Diane said the town doesn't own it. Andrew said if they dissolve, it becomes an asset to the Town. Kevin mentioned asking them for parking spaces for the staff since we fund that amount annually. Andrew said they might be able to do something for the library. Andrew said North Country Council is going to conduct a parking study.

Diane mentioned the town should be responsible for the parking and paving. Andrew said we all need to collaborate more. Having this library bid as an addendum would make it easier. Meagan asked if the Town is responsible for paying for maintenance on the exterior of the building. Diane mentioned that the Town will follow up about including the library for snow removal. Sara asked for two parking spaces at the Community House for library staff. Andrew said it may require town approval. And Diane asked what the process is, and confirmed that Meagan should follow up in a week. Kevin suggested a parking tag rather than actual reserve spaces. Andrew suggested registering plates but agreed a tag would be nice.

**ACTION:** Meagan to call Andrew in one week to confirm 2-4 parking spots.

Conceptually, the budget committee wants to know how the library is operating. Kevin was concerned with shifting line items. Diane said there is a real understanding in the community that things should be flexible and we should still list as line items. Diane said in the past line items had not been expended. The board assured her that would not be the case. Steve said as long as it can be explained honestly and openly, the requests won't lose credibility. Sara said the board is aware and we're happy to be out of the situation. Kevin asked if we wanted to move forward on a Capital Improvement for A/C and heating, do we need to have a warrant. For example, to appropriate \$40k with \$30k to be funded from the Capital Improvement Fund. Steve said to break it out over 5, 10 years and look at

LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES

whether the plan will get you there. Joe asked about whether they see any increases in budget for Town. Andrew is trying to keep it under 2%.

**ACTION:** Meagan to ask the Dept. of Revenue how do we expend the Capital Fund.

**ACTION:** Meagan to call Peter to develop a CIP; Andrew to present in November.

**\$25 check from United Methodist Women**

**OLD BUSINESS**

**ACTION:** Jani will contact Barbara Strain. Joe will contact Dorothy Corey and Lee Starer. **Barbara will be doing the gardening. Voted on during special meeting.**

**ACTION:** Meagan will reach out to Connie Ward. **Not yet. Well I have about other things, but not about interns.**

**ACTION:** Kim to contact Phil Rivera at WLTV to arrange a monthly PR segment on the radio. **Meagan will air Friday mornings!**

**ACTION:** Meagan will contact Amos about removing 6 A/Cs, and get windows functioning for the winter. Kevin and Meagan will check which air conditioners are worth keeping. **Amos Cannot remove A/C units. Need to investigate alternative.**

**ACTION:** Meagan will investigate alternatives. Anything combustible cannot be stored in the boiler room. Children's Room need replacements. There are 7 units. Sara will recruit a few good men to start with one, then we'll proceed with the others.

**ACTION:** Kevin will contact Fern Gagné for masonry work outside. **Not from Fern but- Amos came back to me with an unofficial quote of \$3,000 for stairs/walkway. Someone from LHS Voc-Tech program came by to take a look at the masonry and will be getting back to us.**

**ACTION:** Joe will follow up with LHS Voc-Tech, Ben Tilton

**ACTION:** Sara will call Fern Gagné for a quote

**ACTION:** Sara to contact Dan Brodien. **Sara said LHS Voc-Tech will do it on-site, sanding and painting, no charge.**

**ACTION:** Meagan to make sure paintings are insured when they leave the building. **They are ready, and we won't have the full dollar amount until she assesses it.**

**ACTION:** Meagan to get quote for art descriptions. **Still working on it.**

**ACTION:** Meagan to get quote for art descriptions.

MSV = Motion, Seconded, Vote

LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES

**DIRECTOR'S REPORT:** Attached.

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**NEW BUSINESS**

Pruning: We agreed that the big tree needed to be pruned and the evergreen bush needs to be removed from blocking the walkway.

**ACTION:** Sara will get a quote from Cavanagh and we'll call a special meeting if need be.

Upcoming Holidays (Veteran's Day, Thanksgiving, Xmas & New Years):

Closed on Saturday for Veteran's Day.

MSV – Wednesday before Thanksgiving is an early release day, 1:00pm confirmed. --

Joe/Jani – (8-0) – MOTION APPROVED

MSV – To give Tuesday after Christmas and New Year's PTO -- Barbara/Joe– (8-0) –

MOTION APPROVED

Lights in program room/Bill Gendreau

MSV – To spend up to \$340 to hire B&C Home Improvements to replace 20 bulbs in the program room and to save them -- Kevin/Jani – (8-0) – MOTION APPROVED

Internet

**ACTION:** Meagan will set up an account with Spectrum within the next two weeks.

Discussion about maintenance needs and budget over the long term, and the importance of getting two quotes from competitive companies that are being utilized in town, so the Town will be familiar with them.

Motion to adjourn at 9:25 pm.

**NEXT MEETING Wednesday November 29, 7pm, library.**

Respectfully submitted,

Kim De Lutis, secretary 10.25.17

MSV – To spend up to \$150 -- Joe/Jani – (9-0) – MOTION APPROVED

MSV = Motion, Seconded, Vote