

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES
November 29, 2017

IN ATTENDANCE: Sara MacIver (chair), Barbara Enderson, Joe Evans, Judy Jones Girouard, Judith Dean, Kim De Lutis (secretary), Meagan Carr (director)
Excused: Jani Fillion (vice-chair), Mary Swinyer (treasurer), Kevin Hastings
GUESTS: Energy Conservation Committee (ECC) : Ron Bolt, Peter Cooper, Bob O'Connor

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

Approve minutes from 10/25 MSV –To accept the minutes with edit to Judith Dean duplicate name –Judith/Barbara(6-0) – MOTION APPROVED

The board welcomed Ron, Peter and Bob from the Energy Conservation Committee (ECC), a Town committee that provides recommendations on ways to maximize energy conservation and efficiency. Its purpose is to promote energy conservation and efficiency practices, with a local and regional focus, by educating the private sector and advising the public sector in the areas of cost reductions and sustainable, renewable energy sources.

ECC is able to get funding on lighting, thermal insulation, and air sealing. They helped the Opera House, and would like to secure the same benefits for the library. They propose that we could cut energy usage in half with new technology. Incentive money would be given for the installation of a more efficient system, but that would amount to only \$600. ECC looked at the electric use for the library and a rough analysis concluded that there could be \$130–150 savings per year, with added savings on oil. For instance, in the spring and fall, the heat pumps would be able to heat AND cool. New technology would really help with savings on electricity usage vs. having to use oil for the boiler.

Once we select a vendor, we could get a better analysis. ECC would support installing the technology for summertime cooling and the intermittent heating and cooling in the spring and fall. Ron added that trends in energy usage at the library for fuel and electricity are going down, which is great news. He said that no other department in town has a chart that looks like this. Sara pointed out that this is even better news considering the library has been open more often. A study of eight libraries in NH proved that Littleton was the most cost-efficient, in fact, notably lower than the other towns (Source EUI, NH towns: Manchester, Madison, Sullivan, Stratham, Rye, Conway, Keene, Littleton.) Ron added that our library is “*the best success story that we have in town.*” In terms of lighting, windows, pipe insulation, and doors, all but one of these issues has been addressed at the library; the pipe insulation is the only item still on the to-do list.

MSV = Motion, Seconded, Vote

ACTION: Completed **ACTION:** To do

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Heat distribution and air sealing are the two main issues that need to be addressed. Ron mentioned that programmable thermostats could be too complicated. Peter said if we chose the heat-pump route, we wouldn't run the heat pump and the steam system at once, and that it's simple to monitor these two systems to get the most efficiency. ARC Mechanical Contractors gave a ballpark figure of \$28,000 for the installation of a ductless AC heat pump. They did not, however, project cost savings. Ron suggested we get an energy audit or ask the vendor to provide the projections to determine the payback over the number of years. For example, if insulating windows projects savings within 3-years vs. pipe insulation in 6 years, then we could decide to do windows first. Sara asked if funds would come from the library to pay for the audit. Ron said it was a \$2,500 warrant article for the Opera House. The energy audit was a useful tool that was well worth it.

Peter asked if he should get more definitive numbers on the savings. We said yes.

Bob mentioned that the cost of replacing the air conditioners could be deducted from the new technology. These air-conditioners were extremely hard on power because of their age (17+ years) and size. Seven units would be a substantial cost.

Peter asked if we would like to move forward with planning to put this on the warrant in March, and said ECC would lend support in presenting to the budget committee.

OLD BUSINESS:

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

ACTION: Meagan to ask the Dept. of Revenue how do we expend the Capital Fund. **Meagan emailed someone at the state and they said you can request reimbursement or just deduct from it.**

ACTION: Meagan to call Peter to develop a CIP; Andrew to present in November. **Meagan is still working on it.**

OLD BUSINESS

ACTION: Joe will follow up with LHS Voc-Tech, Ben Tilton. **Joe spoke with him and said it will get done depending on the weather, probably in the spring.**

ACTION: Sara will call Fern Gagné for a quote. **Sara presented his quote. Fern said he can only guarantee the work for 3-4 years. If we really want to do a permanent fix, he recommended Frank Dodge, but he is booked. He recommended John Starr.**

ACTION: Sara will contact Starr Construction.

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ACTION: Completed **ACTION:** To do

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ACTION: Meagan to get quote for art descriptions. **Meagan still hasn't heard.**

ACTION: Removal of air conditioners. There are 7 units. **Removed and the windows look beautiful. Meagan thinks the windows hadn't been cleaned since 2003. Beautiful Visions from Franconia cleaned them, and they were very professional and excellent.**

ACTION: Sara will get a quote from Cavanagh and we'll call a special meeting if need be. **Barbara is going to trim the lower branches on the tree. We will have to pay for mulch in the spring. We do not need to contact Cavanagh.**

ACTION: Meagan will set up an account with Spectrum within the next two weeks. **We're in business.**

DIRECTOR'S REPORT: Attached.

NEW BUSINESS

Meagan received \$100 from William and Helen Crawshaw in memory of Fay and Jim Bogle.

Meagan mentioned they found a used syringe in the trashcan downstairs. They called LPD who took care of it within 20 minutes. This was taken very seriously by the staff. The LPD will be called whenever necessary.

December meeting rescheduled to January 3. The January meeting will be January 31.

NON-PUBLIC SESSION (Minutes sealed)

The budget committee will discuss warrant articles Dec. 19. If we can get projection numbers before then, we could draft an article.

ACTION: Meagan to contact ARC and VHV to ask for cost-savings projections.

Meagan is working with Andrew on the 5-year CIP. We have a base of \$30k, but we will be planning ahead for additional costs. Judith suggested the steps are a priority for safety.

ACTION: Kim to research cost of pre-lit Christmas tree.

ACTION: Meagan to ask Friends of the Library if they'd like to cover the cost of pre-lit Christmas tree.

Motion to adjourn at 9:15 pm. **NEXT MEETING Wednesday January 3, 7pm, library.**

Respectfully submitted,
Kim De Lutis, secretary 11.29.17

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ACTION: Completed **ACTION:** To do