

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES
January 3, 2018

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

CALL TO ORDER Sara MacIver (chair), at 7:03pm.

Approve minutes from 11.29 MSV –To accept the minutes –Barbara/Judith (8-0) –
MOTION APPROVED

Gifts: Meagan presented the gift donations (attached).

OLD BUSINESS:

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

Lot behind Union Bank is now leased by the Town. That should give us leverage to be able to use it. Discussion about parking. Mary said she spoke to George Mitchell who mentioned they do not tow cars from the parking lot at the Community House since it is owned by the Town. Joe thanked Andrew for helping the library with our parking situation.

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

Ongoing—Town has not finalized the CIP. We have items on the current draft.

ACTION: Sara will contact Starr Construction. Frank Dodge was too busy who suggested John Starr but he is retired. Zach Baker, his son, promised to give an estimate by the end of the month. Sara mentioned our long-term goal is end of summer. Sara thinks we should not have 7th-graders to paint the fence, and just get it done professionally. Zach will get in touch with Meagan.

Discussion about falling ice, slippery walkways, and Meagan has been shoveling the path. It's a safety and liability issue when the slabs of ice and snow slide off the roof.

ACTION: Meagan to call Val Poulson to ask about shoveling.

ACTION: Meagan to ask Joe DePalma for sawhorses for closed walkway signage.

ACTION: Meagan to get quote for art descriptions.

MSV = Motion, Seconded, Vote

ACTION: Completed **ACTION:** To do

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Meagan spoke with her about materials and Abby Tighe will get back to you.

DIRECTOR'S REPORT: Attached.

Restored paintings are back, and they look beautiful.

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

Meagan spoke with Tim Blake at VHV. In order to do a proper job with a heat pump/ac system while preserving the building's historic integrity would require an engineering plan. This project will have to be tabled for now. Discussion about why we didn't register the library as a historic building back in the 90s when it was deemed eligible for the state and national register, which would limit our ability to do restorations, but open up funding opportunities.

ACTION: Meagan will reach out to Ellen, Dick Alberini, and the state library.

ACTION: Kim to research cost of pre-lit Christmas tree. Thank you to the Friends of the Library for funding the tree.

FOLPL purchased a site license for movies. Starting Jan. 1, we are able to show theatrical films at the library for free! Thank you, FOLPL!

Meagan would like to install shelves in the NH Room, for stereographs, since Ed Martin is volunteering to catalog the stereograph collection

Ken Kinder will attend the next meeting.

Sara would like to fundraise for landscaping, painting, walkway rebuilt, and the front door needs to be restored. Since the Eames family donated the Pollyanna statue, would they be willing to help us with this fundraising effort? Sara thinks that reaching outside of the board is less self-serving, and we cannot use the donation list.

Brainstorming about various fundraising options. Donor matching; Kickstarter; GoFundMe; mass mailing;

ACTION: Sara to reach out to Jerry Eames first to ask if they would like to be involved.

ACTION: Jani to reach out to Father Mark.

Heald Fund Storage: Meagan would like a shelving unit. Barbara may have a wooden one that may work.

ACTION: Barbara to send the measurements to Meagan.

MSV – To purchase shelves, stereograph boxes, and sleeves to be withdrawn from the Heald Fund – Judith/Jani (8-0) – MOTION APPROVED

MSV = Motion, Seconded, Vote

ACTION: Completed **ACTION:** To do

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Meagan would like to meet with the Program Committee to put together a policy. Kevin mentioned the policy is that it must be used for library purposes only. Meagan would like it to be more formal. Kevin said it is written, but Meagan does not believe there is a policy in place.

ACTION: Jani to check for the policy.

ACTION: Meagan to set up a meeting with the Program Committee (Mary, Kevin, and Kim)

Meagan said they have a combined 86 hours vacation time that were not taken because they had to keep the library open. This prompted a revision to the Personnel Policy.

MSV— Vacation days not used in the previous year (up to a maximum of 5 days) can be taken within the first three months of the next year, or forfeited, to be retroactive for the 2017-8 year — Kevin/Judith (8-0) – MOTION APPROVED

Kevin asked about the newspaper pdf digitization. Meagan said the quality is excellent and we should continue to move forward with the rest.

MSV— To continue to digitize the newspapers (10-12 reels), the money had already been allocated from a previous motion — Kevin/Barbara (8-0) – MOTION APPROVED

Motion to adjourn at 9:13 pm.

NEXT MEETING Wednesday January 31, 7pm, library.

Respectfully submitted, Kim De Lutis, secretary 1.3.18

MSV = Motion, Seconded, Vote

ACTION: Completed **ACTION:** To do