

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

**FINAL MEETING MINUTES
July 26, 2018**

IN ATTENDANCE: Jani Fillion (chair), Judy JonesGirouard (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Kevin Hastings, Dawn Hatch, Sara Maclver, Kathy Ross, Meagan Carr (director)

Excused: Judith Dean

CALL TO ORDER Jani Fillion (chair), at 7:00pm.

MSV –To approve minutes from 6.27.18 meeting, –Maclver/Ross(8-0) – MOTION APPROVED

Gifts:

OLD BUSINESS:

ACTION: Building committee to look into getting the front steps and the railings fixed, and find out where we can get the plaque made.

MSV –To accept the Building Committee meeting minutes – Hastings/Swinyer (8-0) – MOTION APPROVED

Carr received an email from George McNamara via Andrew Dorsett indicating they were not happy with the stone used in the drainage repair, and that for the paving they will be doing, the subfill is not sufficient. To recap, Frankie Porfido was going to pave the parking lot, and we needed to take care of drainage while his parking space was to be dug up; we were all using separate contractors. The drainage is on library property, along the footing of the building. Porfido wants to pave up to the library building. Carr said they were aware of the job our contractor was doing, they were in communication about the process. If at any time during that process they were unhappy with the type of fill being used, they could have alerted our contractor. They even agreed to put up barriers so that cars would be set back from the building. Hastings said the stone underneath should not be hard-packed as for an interstate; this paved area needs to drain. If the Town would like to replace it, it would be at their expense. Fillion suggested Carr let them know the board is concerned about drainage; the project received clearance from the Town; the board trusts the work done by C&C Bunnell; and we will not change it. Hastings asked that Carr ask Andrew what they believe the problem to be, because we all felt this was the best solution. Carr is unsure of the issue since everyone was in constant communication. The board is wondering why they feel the job is no longer considered the best solution, since the library submitted the proposal and it was approved by the Town. The board discussed whether the issue should be taken up with Dodge Contracting since the paving/prep-work is not the library's responsibility. Carr said the drainage job was completed on July 10 and she received the email from the Town July 26. The board feels we have done our part, and will wait for Carr to come back with more information.

MSV – Carr to speak with Andrew Dorsett and report back to the board.– Hastings/Hatch (8-0) – MOTION APPROVED

ACTION: Completed **ACTION:** To do

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Director's Report: Attached.

Meagan spoke with Jen Carbonneau, principal at LHS, about having the high-school students participate in activities at the library, as in the past. Hastings asked if the event room would be made available to the high school students during in-between time. Carr said it could.

Discussion about cleaning person no longer being a candidate for the open position. In the meantime, we need to have daily cleaning.

MSV – Carr to call Devon Trahan about interim cleaning and to work up a schedule that works for him – Hastings/De Lutis (8-0) – MOTION APPROVED

Hastings asked if we have lent any art yet. Carr said no one was ready to rent yet.

**NEW BUSINESS:
Custodial Services**

Regional Trustee Meeting

Reminder: NHLTA conferences near us, Saturday August 11 at Conway Library (orientation as well) and Thursday September 13 Weeks Library in Lancaster.

Fillion asked if we were on track with the budget. Carr said yes, we are using the Heald fund which is doing quite well; investment income is \$10k for the year. Hastings said we estimated \$20k/year.

JonesGirouard said the new front stairs “look awesome” and asked about the rails. Carr said she is working on it, he just hasn't come yet. MacIver asked what the plexiglass window would cost and Carr said she was told unofficially that it would cost approximately \$1,000.

ACTION: Carr to ask Amos to complete the painting pipes job. Result: It is beyond his scope. Hastings' generous sons will come and scrape the loose paint off the pipes and prepare it for the painter to prime and paint.

Motion to adjourn at 8:04 pm.

NEXT MEETING Wednesday August 29, 7pm, library.

Respectfully submitted, Kim De Lutis, secretary 7.26.18

ACTION: Completed **ACTION:** To do