

LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES

FINAL MEETING MINUTES
June 27, 2018

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

EXCUSED:

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

HAPPY BIRTHDAY, MEAGAN CARR!



MSV –To approve minutes from 5.30.18 meeting, with edit to custodial shift from evening to morning –Dean/JonesGirouard(9-0) – MOTION APPROVED

Gifts:

The meeting was posted as a public hearing to accept the Labonte Estate. Seeing as there was no one from the public in attendance, the board moved to accept Mr. Labonte's generous donation.

MSV –To accept the Labonte gift – JonesGirouard/Swinyer (9-0) – MOTION APPROVED

The president thanked Robert (Bob) Labonte for the gift. It is unencumbered, without restrictions. Carr said we should choose a substantial project to honor Mr. Labonte. JonesGirouard suggested fixing the front steps and railings, and honor his name with plaque. Fillion said he worked for Pike Industries (stone) so it was befitting, and the board agreed.

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

ACTION: Completed **ACTION:** To do

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Museum Passes from Friends of the Library

The Friends of the Littleton Public Library (FOLPL) purchased passes to museums that patrons can sign out, either to attend at no charge or a reduced rate. Carr asked the board to accept these passes from FOLPL. Fillion thanked FOLPL for funding this wonderful opportunity for the public.

MSV –To accept the passes –Dean/Hastings (9-0) – MOTION APPROVED

OLD BUSINESS:

ACTION: Carr to contact Andrew Dorsett and ask whether this (the steps) is something the Town would fund, if not take from the library's building maintenance fund. (no funds available from Town outside of appropriate funds for library and established trust funds for library)

Carr said the Town suggested we take funds from the Operating budget or a fund already established for building maintenance. We will take from the Labonte Fund, as previously suggested.

ACTION: Hastings to research the rates/fees for CDs and bring back to the board. Rates are in the half to ¾%. Discussion about the various rates from local and national banks. Hastings said Union Bank had a 36-month CD, the 3rd year is 4% -- min. 25k investment. Fillion said a 3-year rate is unusual and often a tactic to get money invested, but the bank has the authority to change the rate, it is not guaranteed, and found it risky. Discussion about the Finance Committee bringing a recommendation to the board. Fillion said she would like to stay local because we are a small-town library; we need hands on. Hastings said he would like to stay in the short term. Fillion agreed that up to 24 months is a good working time, and to ladder funds every 6 months. JonesGirouard confirmed we are investing the unrestricted funds currently with Stifel. Discussion about the benefits of using Bank of NH, and the board agreed we like a community-minded bank.

MSV – Investment committee to go forward with a CD program with the Bank of NH and bring it back to the board –Hastings/Dean (9-0) – MOTION APPROVED

NEW BUSINESS:

Drainage solution and Fire Panel

Recommendation of the Building Committee is to go ahead with the drain. It will go partway down the side of the building and away from the building. Layers of membrane, pipe, and rock allow water to drain into the pipe away from the building, similar to a leach-field system. Frank Porfido, Joe DePalma, Andrew Dorsett, and Carr have met to discuss the need for the drain and everyone agreed it was mutually beneficial. Carr had a recommendation as to its funding: the Trustee of Trust Care of Building Fund has \$5,100 and it costs \$4,700. The board agreed it needs to be done; moisture and books don't mix! Carr said they are available July 2, so it should be done next week.

MSV –To accept Carr's motion to build the drain. –JonesGirouard/Swinyer (9-0) – MOTION APPROVED

ACTION: Completed **ACTION:** To do

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Fillion commended Carr for all the work she has done in communicating and building a great working relationship with the Town of Littleton. Her positive attitude and strong work ethic have made a huge difference for the library.

Fillion thanked Kathy Ross's husband, Ralph, for helping Jim Fillion install the air-conditioner in the Children's Room. She said they are definitely friends to the library!

Director's Report: Attached.

Fillion said guests at the gala said it was so nice to see the library so energized and clean! The gala brought in approximately \$4,000, and FOLPL bought the museum/performance passes immediately to be able to let guests know their attendance at the gala was able to fund this initiative. Squam Lakes has gone out twice already in just 2 weeks! Carr was very excited about being able to sign out these passes. Thank you, Friends of the Littleton Public Library!

Ross spoke about the STEAM-Y program, similar to STEM but the A includes ART. The Science of Sound is the theme, and attendees will make recycled instruments and (hopefully) have a recycled band at the end of the program. There are 9 kids signed up and 18 is the limit. JonesGirouard asked if, when they've finished the instruments, they could send a video to Recycled Percussion who would facilitate them getting seen. Ross thought that was a great idea. She said it would also be neat to put on a show in the gazebo at Riverglen, but transportation is a barrier. Fillion suggested a concert on the front lawn. Ross said they did their confetti launchers there last year. Carr said it's pretty loud on the front lawn with all the traffic, but it's nice to see action in front of the library.

Fire Alarm System Install

Carr felt comfortable with Able Security, because Dustin said he would reach out to Chief Mercieri to corroborate his proposal.

MSV –To accept Able Security's quote and move ahead with the fire alarm system. –
MacIver/Dean (9-0) – MOTION APPROVED

Hatch remembered from the Building Committee meeting that painting the pipes has to be done when the boiler is off, and closed to the public. She asked if we should go ahead with painting it. Hastings said there should be a larger discussion on whether to paint it. MacIver recalled that in the meeting, they were just discussing a cosmetic fix. Fillion wondered if a new hire could ideally be qualified for odd jobs such as this.

ACTION: Carr to ask Amos to complete the job.

MSV –To get the pole painted up to \$350 – Hastings/Dean (9-0) – MOTION APPROVED

Motion to adjourn at 8:15 pm.

NEXT MEETING Wednesday July 25, 7pm, library.

ACTION: Completed **ACTION:** To do

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Respectfully submitted, Kim De Lutis, secretary 6.27.18

ACTION: Completed **ACTION:** To do