

**LITTLETON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

MONTHLY TRUSTEE MEETING MINUTES  
Amended and Approved September 26, 2018

**IN ATTENDANCE:** Jani Fillion (chair), Mary Swinyer (treasurer), Judy JonesGirouard (vice-chair), Judith Dean, Kevin Hastings, Dawn Hatch, Sara MacIver, Meagan Carr (director)

**Excused:** Kim De Lutis (secretary)

**Guest:** Ken Kinder of Stifel, Karen Koeppel

**CALL TO ORDER:** Jani Fillion (chair), at 6:30 PM.

Monthly Trustee meeting began with a half hour presentation by Ken Kinder of Stifel discussing options for investing the Heald Fund Unrestricted monies available to the library currently sitting in a money market account at .01%. Discussion included money markets and how they are regulated, stock diversity along with the risk potentials, and how the income is generated and how the monies are accessed.

Regular meeting resumed at 7:10 pm.

MSV –To approve minutes from 7.31.18 – Hatch/MacIver (7-0) – MOTION APPROVE

**Physical Plant and Life Safety Committee Meeting Review:**

Wilco proposal for the front stair railing came in at \$6,750 with galvanized hot dip, without dip at \$5,850.

**Action:** Before any action is taken by the board, Hastings would like to look into some cheaper options as the proposal does not really specify what type of railing was included in the proposal. He will bring his findings to the next Building Committee meeting on Sept 13th.

Painting on the Program Room pipes has been completed and looks wonderful. Scraping preparation done by Hastings' sons was a thoroughly professional job by all accounts and Hastings will submit bill to Director Carr on their behalf.

Discussion ensued on the Top Notch Glass proposal, which came in at \$1,150 for a triple track storm window or \$650 for one piece of lexan to cover arched top. Hastings felt that the monies would be much better spent on other projects such as the heat pumps. He also stated that since other windows in the building would probably need to be replaced at some point, there should probably be a whole building review done. MacIver expressed concern regarding the comfort of the staff during winter months. JonesGirouard reminded board that there has been an ongoing issue with insulation in the area that still needs to be addressed. Fillion suggested that subject be tabled until the Building Committee has taken it under review.

Director Carr mentioned that Peter Cooper might do a complete energy conservation review of the whole building.

**ACTION:** Completed **ACTION:** To do

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MSV –Building Committee to review options for complete building assessment including windows, insulation and radiators - Dean/Hastings (7-0) – MOTION APPROVE

**Action:** Director Carr to enlist assistance from Peter Cooper regarding best solutions for full building energy conservation.

**Finance Committee Review:**

After presentation by Ken Kinder of Stifel, discussion ensued. Result was that board would invest some of the Heald Fund Unrestricted monies at the recommendation of the Finance Committee.

MSV — To invest \$25,000 in stock and bonds with Stifel following similar schedule's as current investments with Stifel, invest \$20,000 in a new high yield Vanguard Money Market at current rate of 1.96, and three \$6000.00 CDs with Stifel for 22 months staggered with 3 months @ 1.90, 6 months @ 2.05% and 9 months @ 2.15% — Hastings/Dean (7-0) – MOTION APPROVED

**Director's Report Review:**

New fire pane installed and functional after just a few initial glitches which have been resolved.

Book sale is still slated for Sept 22, excess books from the sale will either be stored for next year or sent to Town Recycling center to be processed.

President Fillion offered up a kudos to Director Carr for another excellent personnel choice regarding recent new hire of Burton Guilbault for the custodian position. Board was quick to agree.

Director Carr asked for assistance moving furniture to create a new space to appeal to older children and teens. Friends of the Library has offered financial assistance in purchasing items to make that happen.

Amy Austin of Northern Woodlands Web Design, library's web host provider, is requesting that the library site now post a privacy policy. Director Carr brought a proposal to the board for review.

MSV- To accept Director Carr's proposal for a web policy to post on library's web site. Maclver/Dean (7-0) – MOTION APPROVED

Fillion reached out to Barbara Enderson regarding the position on the board vacated by Kathy Ross and she has consented to help out until the March elections. Guest Karen

**ACTION:** Completed **ACTION:** To do

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Koepl expressed an interest in serving on the board in the future, she is currently a member of the Friends of the Library.

MSV –To present Barbara Enderson’s name to Board of Selectmen for approval. -  
Dean/Swinyer (7-0) – MOTION APPROVE

Motion to adjourn at 8:30 pm.

Next Finance Committee Meeting - Sept, 13th, 1:30 pm

Next Physical Plant and Life Safety Committee Meeting - Sept 13th, 9:00 am

Respectfully submitted, Dawn Hatch for Kim De Lutis, secretary in absentia 10.1.18

**ACTION:** Completed **ACTION:** To do