

MONTHLY TRUSTEE MEETING MINUTES
May 1, 2019

IN ATTENDANCE: Jani Fillion (chair), Judy JonesGirouard (vice-chair), Mary Swinyer (treasurer), Kim De Lutis (secretary), Bryan Koplou, Sara MacIver, Kevin Hastings, Meagan Carr (director)

Excused: Judith Dean, Dawn Hatch

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

MSV –To approve minutes from 3.27.19 — Swinyer/Koplou (7-0) – MOTION APPROVED

DONATIONS: Many thanks to

\$200 Fraternal Order of Eagles
Popcorn machine from the Didio family
Chromebook by anonymous donation

OLD BUSINESS

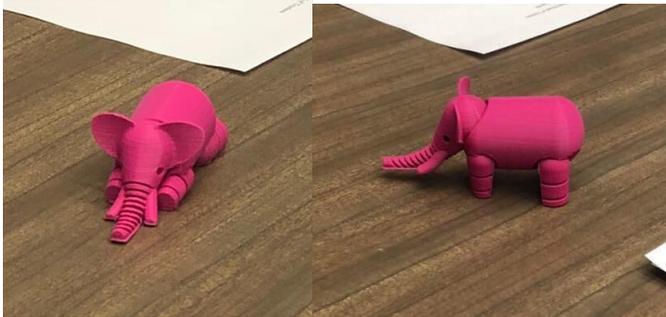
ACTION: Hastings to update three items: The Personnel Policy update to the dress code; the Policies & Procedures update for DVD loans and no fines for overdue books.

Director's Report: See Attached

Angie is doing well after her surgery and is happy to be back at work. Fillion commended the staff for filling in during her absence.

Koplou asked how much the cartridge for the 3D printer cost: Carr said \$45-50

Carr showed the board the elephant they printed; it took 3 hours to print.



The 3D printer will be an educational opportunity.

ACTION: De Lutis to ask someone if they could run a 3D printer session and print something.

The 3D printer will be an educational opportunity.

ACTION: De Lutis to ask someone if they could run a 3D printer session and print something.

Discussion of Summer Gala coming up in June.

ACTION: Carr to create event on Facebook for the Library Gala. Checks should be made out to Friends of the Littleton Library.

ACTION: De Lutis to send Rebecca Reeves an email for company signs/logos for the Gala.

Fillion asked if Elaine French was still the president. Carr said yes, but due to her state rep duties this year, Priscilla Didio, the vice-president, has taken on much of the role.

Fillion suggested that trustees add Littleton Public Library Trustee to their Facebook bios, if they so wish, under Edit Bio in the left nav of profile page.

MONTHLY TRUSTEE MEETING MINUTES

May 1, 2019

Regarding the donation of a computer and new chair from the Law Library, Fillion mentioned how nice it is to be a recipient of items that the community will be able to enjoy.

Regarding the meeting with the architect, Hastings said he believes their work will be very positive for us. The firm is connected and doing exactly what we need them to do, in their overview of the library building. It will be good to have recommendations on what needs to be done immediately, in the near future, and what can wait. They provided the committee with helpful resources beyond their scope as well.

Carr attended the L-CHIP grant workshop on Tuesday, where she learned about what is required to apply for a grant. A full-blown, comprehensive report from the architects will be required for when we do apply for a grant.

Fillion asked Koplow if he would be interested in joining the Building Committee. He said he will consider it.

Discussion about the air-conditioning. Koplow asked how many BTUs are running in the building? 110. He asked where we would get funding? Carr said 50% from USDA Rural Development Grant; the other half would come from the Capital Improvement or Heald Fund. Hastings said that Residential Energy Solutions' units are higher quality Mitsubishi, the standard in the industry. We do not have an engineering design where we could put it out to bid. Koplow asked how much the engineering would be. Hastings said we haven't gotten that far yet. We haven't determined whether it makes sense to hire the engineer. Carr said we could easily get a quote on the engineering. Koplow asked if there was any energy efficient funding from LWL? Carr said very, very little, approx. \$800. Koplow asked for a pdf of the Preservation Assessment for the New Hampshire Room and the 2012 Energy Audit. Koplow asked if this would be for one season, or if we will eventually modernize. Carr said we can get by with the old A/Cs for now, but the ones upstairs definitely need replacing.

MSV – To expend up to \$1,200 from the Library Fine Savings Account on the purchase of air conditioners to be replacements in the rooms as deemed necessary. Hastings/De Lutis (7-0)
MOTION APPROVED

Carr recommended that trustees attend the NHLA conference the end of May. Board members should let Fillion know if they'd like to attend as soon as possible.

Discussed digitizing information. Right now, patrons can bring in their own device, connect to the archives and download anything on the server. Hastings asked if we could get high-quality photos of the artwork on the website. Carr suggested we could either make a walking tour of the artwork, or, more easily, we could embed the YouTube video from Channel 2 last year.

ACTION: Carr to embed the video on the site at her convenience.

Cog researcher, Tim Lewis, has detailed extensively the history of the Cog Railway. He used the library's digital assets and commended the library, saying it was extremely useful for his work and to continue doing it.

JonesGirouard asked Carr how the railings are. Carr said she loves them, having already had many compliments from patrons.

MacIver spoke about the fences. She would like to paint a small section with her husband once the weather is amenable, rather than asking the LHS students. This way, it will go more, and she will

MONTHLY TRUSTEE MEETING MINUTES

May 1, 2019

have a better idea the scope of the project. Hastings agreed that this is a much better plan. The board agreed and thanked her for volunteering to do this, and offered assistance after the first pass. MacIver commended the students' help in the past, but felt this project would be too complicated to organize so many people.

Reminder: Ken Kinder of Stifel is coming May 29 for an overview of the Heald Trust. The Heald family was a well-established family in Littleton. The last surviving member, Fran Heald, a centenarian, bequeathed a significant amount to the library, restricted to historic preservation. The board has been very diligent in its investment decisions with this generous donation, and allocating it responsibly to preserving and improving the library, including the beautiful artwork. Koplw asked if the artwork is insured separately from the rest of the contents of the library. Carr said the artwork is insured separately through the Town.

TABLED ITEMS (noted only as a reminder):

Community Resource Night

Having the library host various community services to share with the public. There are many free services and volunteer opportunities that our community may not know about. Tabled 3.27.19.

MSV – To adjourn at 8:55PM — Fillion/De Lutis (7-0) – MOTION APPROVED

NEXT MEETING Wednesday May 29, 7PM, library.

Respectfully submitted, Kim De Lutis, secretary 5.1.19