

MONTHLY TRUSTEE  
MEETING MINUTES

August 28, 2019

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

**EXCUSED:** Judith Dean

**GUEST:** Elaine French, President of Friends of the Littleton Public Library

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

The board welcomed Elaine French from FLPL to discuss the Book Sale September 21 from 9AM–3PM at the Opera House.

FLPL raised approximately 1,800\$ from last year's book sale. Elaine requested volunteers to help, if just for an hour or so, and single-use plastic bags for the upcoming sale. The Friday is most needed to set up the sale. There are currently 65-75 members on Friends of the Littleton Library, and five board members who attend the meetings. Currently, FLPL has \$4,000, and funds collected from the Book Sale are at Carr's discretion to spend, as voted on by the board. FLPL is currently planning on funding new computer tables. Fillion asked if there were fees to the company picking up the books at the end; Carr said no.

MSV –To approve minutes from 6.28.19 — MacIver/Hatch (8-0) – MOTION APPROVED

**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.

**UPDATE:** Hastings received the updates and will update by the September meeting.

**ACTION:** De Lutis to email Kevin with wording for the fines and no fees.

**ACTION:** Hatch to reach out to Trahan Cleaning Services for a quote. Fillion to email the phone number to Hatch.

**UPDATE:** Hatch received a quote from Trahan Cleaning Services (\$598.25); CleanWay (\$1,400); and Martin's (\$770). Koplow asked about the quality of their service. Hatch said Trahan has been good and they are the most affordable. Fillion said she would not hesitate to recommend Trahan. Hastings said Martin did an outstanding job at the Little Red Wagon. Hatch recommended Trahan due to pricing. A quorum from the Building Committee was present, motion made.

MSV – To accept Trahan's bid — Hastings/JonesGirouard (8-0) – MOTION APPROVED

**ACTION:** Carr to contact Trahan Cleaning Services.

Hastings asked if the rugs needed replacing. Fillion encouraged the board to read the report. Koplow asked if we should replace them now or wait till Spring — and could the FLL help

**NEW ACTION**  
**OUTSTANDING ACTION**

offset some costs. MacIver said the flooring report recommended flooring and not carpet. Hastings suggested cleaning now to get through winter, and then get a quote. Carr said the Children's Room was re-carpeted in 2009. Fillion suggested the Building Committee provide a recommendation and a list of priorities.

Discussion about the computer tables, and the exorbitant cost. Carr suggested reaching out to the prison for something more custom that would look less industrial.

**DIRECTOR'S REPORT: See Attached**

**ACTION:** De Lutis to submit a list of graphic novels to Carr.

**NEW BUSINESS**

MacIver suggested a gift certificate for Barbara Strain for all her beautiful work that is completely donated.

**ACTION:** JonesGirouard to find out what gift would be appropriate by September meeting.

**ACTION:** MacIver to bring in a greeting card for all to sign.

MSV – To remove the lilac bushes and replace with something easier to maintain as recommended by Strain – Hastings/JonesGirouard (8-0) – MOTION APPROVED

Carr received notice that mid-September is the new due date to the Town for preliminary budgets to begin finalizing the budget for October.

**MEETING:** The Finance Committee will meet 9/11 at 6PM in the library downstairs.

MSV – To approve minutes from Special Meeting – Swinyer/ Hatch (8-0) – MOTION APPROVED

Repair was completed on the front steps.

MSV – To adjourn 8:06pm— De Lutis/Koplow (8-0) – MOTION APPROVED

**NEXT MEETING Wednesday September 25, 7PM, library.**

Respectfully submitted, Kim De Lutis, secretary 8.28.19

**NEW ACTION**  
**OUTSTANDING ACTION**