

MONTHLY TRUSTEE MEETING MINUTES

June 26, 2019

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

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

GIFTS

50 earbuds from Don Anderson

\$100 from the Muh family

THANK YOU!

MSV –To approve minutes from 5.29.19 — Swinyer/Hatch (9-0) – 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: Fillion requested that this Action be completed by the August meeting.

Fillion asked that when receiving an email from board members, they reply to confirm receipt.

The Building Committee had suggested that our carpets get cleaned.

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

UPDATE: Hatch will have a quote within the next two weeks.

ACTION: Fillion to ask Jim to look into installing air conditioners.

UPDATE: Done! Thank you, Jim Fillion and Ralph Ross.

Carr discussed the landscaping issue with Doug Damko, director of Public Works for the Town. Damko sent an email with a conceding solution.

Koplów asked why this was even a discussion, and albeit uncomfortable, they should have received a cease and desist letter. The Board has an obligation to protect the library, and we are not fulfilling that obligation. He said we need an accurate survey; we are being asked to make accommodations for something that belongs to us, and their drainage is not the library's property. Discussion about the legality of the situation. He said this is not a Town decision but a library decision. Fillion said the Board is responsible for the inside of the library, the Town is responsible for the exterior.

Koplów said we cannot proceed without finding where the property line is. Dean reiterated that until we get the survey, there shouldn't be further discussion. Hastings asked if the architects built the survey into their recommendation; Carr said yes, and it is something the library needs to complete. A boundary line survey would be approximately \$800-1,000. Carr said the Town should have it on file?

Koplów confirmed with Carr whether there is a certified survey for the lot. Carr has a copy of that survey. Hastings said the architect put it into the recommendation, so we have it. Discussion about plowing snow onto library property. Fillion said the initial flooding of rocks came after a heavy rain in the fall after they had completed the job, and it came into the grass. He wants the grade to slope towards the library. Hastings said the ideal would be that it doesn't slope to either side. Swinyer said the water is going towards the library because the area is now paved.

ACTION: Fillion tasked the Building Committee to look at Carr's copy of Porfido's survey. She feels we may have to pay for a survey. A list of questions should be directed to Porfido via Carr, and bring a recommendation to the Board.

Koplów asked if the neighbor's intent was to pave to fix a problem. Hastings said the water wasn't draining well, and he wanted to pave it smoothly and make sure the water would drain away from

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the library. Fillion said the library paid for the underground drain. Hastings said the neighbor paid for paving. Koplow asked why it needed to be paved? Reply, the neighbor uses it for his parking. Fillion asked where that water would go. Hastings said we would need Town approval to attach to their cistern. If we don't plan the 10-foot area of snow removal, it will cause a water problem, the water would come through the sump pump and the windows. Koplow asked if we'll get a recommendation from the architect as to how to handle the water? YES. Koplow asked when. Carr said we don't know yet. Koplow would like to see the architect's report before we do anything. Hastings said it has nothing to do with the land, and asked for the neighbor's report that shows the Town lines. Dean agreed. Koplow wants to see what the water does in a torrential downpour. Hastings agreed.

ACTION: Carr to check the architect's recommendation and provide to Koplow and Hastings.
MSV – To authorize the Building Committee to request a survey up to \$1,000, if needed— Dean/Swinyer (9-0) –
MOTION APPROVED

ACTION: Carr to invite Damko to the next Building Committee Thursday, July 11 8:30am

ACTION: Building Committee to attend the architect meeting Tuesday July 9 10:30am. Anyone else is encouraged to attend.

DIRECTOR'S REPORT: See Attached

Fillion sent a thank-you to the Friends for organizing the wonderful Gala in June.

Fillion asked Carr to invite Elaine French (Friends of the Library president) to a board meeting between now and the upcoming Book Sale, to discuss its logistics.

ACTION: Carr to post on Facebook that the Library is now accepting books for the Book Sale.

The Town Public Hearing for grants is July 8 4:45pm at the Opera House.

Koplow asked about the negative items on the budget. Carr said the railings out front was from last year, but the bill just arrived; the income came in last year. Hastings confirmed it should reflect that way because it is year-to-year. Carr said she notes with an asterisk something that is outside the budget that cannot be reflected accurately due to Quickbooks' (uncooperative) functionality.

BUILDING COMMITTEE REPORT: See Attached

MSV – To contract NCIC to manage paperwork/checklist up to \$2,000, pending approval to accept the grant— Hastings/Koplow (8-0) – **MOTION APPROVED**

ACTION: Carr to contact Nelson's Chimney about the warranty for the seller on the bottom of the library steps.

Carr said we need an air-conditioner in the main part of the library STAT. We will need to figure out how to install a new one. We need a carpenter to resize the frame, and we need at least two strong men to hoist it up into the window. We've already allocated \$1,200 to purchase air-conditioners. We should concentrate on using the two frames.

ACTION: Koplow to look for a couple of 13-14k BTUs 120-220V and get back to Arwen Mitton or Angie Marchetti.

MSV – To adjourn at 9:00PM — Fillion/De Lutis (9-0) – **MOTION APPROVED**

NEXT MEETING Wednesday July 31, 7PM, library.

Respectfully submitted, Kim De Lutis, secretary 6.26.19