

Littleton Public Library
TRUSTEE MEETING MINUTES
July 31, 2019

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

CALL TO ORDER: Jani Fillion (chair) at 7:01 PM.

Fillion thanked Koplow for getting the A/Cs and installing them!

GIFTS

\$25 Carol Boucher in Memory of Sheila Foster
Materials and volunteers from Lowes as part of Give Back Program
THANK YOU!

MSV –To approve minutes from 6.28.19 — Dean/JonesGirouard (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: Fillion requested that this Action be completed by the August meeting.

ACTION: De Lutis and Carr to email Kevin with wording

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: Carr to check the architect's recommendation and provide to Koplow and Hastings.

UPDATE: Recommendations are not in place yet—initial input is that snow removal should NOT be pushed down lawn, but removed from property if build up occurs

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

UPDATE: Will be by sometime soon between other jobs to patch up. This will be pro-bono as it hadn't been a year.

BUILDING COMMITTEE REPORT: See Attached

Fillion reviewed the committee's report for the board and opened discussion. Koplow asked why we are considering this at all. Fillion said Town owns land and building and will not move further without the library's consent; they are allowing work, but it needs to be under the library's terms. Koplow and Dean were concerned that public property has been taken for private use. Fillion asked if Dorsett had mentioned that; Carr said no, but that the hope is to prevent further encroachment. Koplow asked if we would be having a water problem if Porfido hadn't been using library property for parking. If he hadn't taken Town property, would we have had a resolvable problem for the library that we could have resolved on our own, or has he resolved our water problem. Hastings said we had a water problem that we paid for, but it didn't fix the water problem. He said, had we done what Porfido had done last year, it would have fixed it, and we believe that water was seeping in for decades. Last year's work helped eliminate a lot of our water problems. Now Porfido would like to move ahead to fix his own problem by going on library property. Koplow said that this is library property. Hastings said he doesn't understand why this is an issue — Porfido will dig up library property to fix their water problem, and then put it back as it was. Hastings said the only solution is

Littleton Public Library
TRUSTEE MEETING MINUTES
July 31, 2019

to forget the catch-basin and let the water dribble down as it had in the past. Discussion. Dean said her biggest concern is that the board is responsible for liability; that if we let an individual encroach on Town property for private/commercial use and then grant them access to more library property to fix their problem, that should not be overlooked. If we go ahead with their recommendation, are we setting a precedent, or do we have the authority to stop the decisions of a future board? Koplow asked where they planned on putting the catch-basin. Hastings said it has nothing to do with what they want to do. Porfido is asking us to dig up the lawn so they can waterproof it. Koplow said we shouldn't merge two issues (land encroachment and water problem). Porfido needs to dig library lawn to take care of his water issue. Hastings said it will be a mess but there is no way around it. Carr said they will have to put it back in place under library terms and conditions. Dean said that we, as a board, should address the property taken. She asked how stable our property will be after the work? She said as Trustees, we are responsible for protecting library land and she is concerned about a lawsuit. Discussion about past minutes about parking encroachment. JonesGirouard looked outside because we had just had a heavy rain. She noticed a trough that was pooling. She found the drain, but it was clogged. She cleared it, and it drained. She said she doesn't have a problem with Porfido putting in a larger drain and going carefully down the side of his buildings and removing the lilacs and replanting. She would like the crabapple tree to stay. This would be contingent on them stipulating exactly what they want to do, and the library agreeing to it. If we're not prudent but rather delineate our terms and conditions, she would agree; she would like to be a good neighbor but with library protections. Koplow suggested that maybe Porfido can manage it from the inside. Hastings asked why we want to tell him how to handle the problem if he's going to put the lawn back as it was? He said he doesn't believe that for all the decades in the past, the previous boards didn't know what was going on with the parking. Dean said the water problems happened since it was paved and that we should go back to gravel. Hastings his understanding was that the problems happened well before that. Hastings said he is catching the water and wanting to pump it somewhere; he disagreed that it could be fixed from the inside of Porfido's building. Hastings asked the board if they want to undo whatever the history of the previous boards has done. Dean repeated that she's worried about a lawsuit. Fillion suggested that we take Dorsett and Damko's recommendations, and invite Porfido to the next Building Committee meeting with Frank Dodge; have them stipulate exactly what they want to do to address the problem in detail on paper. Dean said she thinks we still need to deal with the fact that a private citizen has encroached on Town property. Fillion said if we invite Frank to sit with the committee, we can ask him what the history is. This board did not vote to give 10 feet of library lawn to Porfido and thinks there had to have been an agreement made. Koplow asked if the library has personal liability insurance, and would like to see a copy from Porfido of the transfer of the property. This board is not looking for compensation, rather formalizing a document with stipulations as to how the land will be maintained to protect the library in the future. The library would like to be a good neighbor while protecting library property. Carr suggested both parties draft an MOU and have it signed.
ACTION: Carr to check the library insurance policy and report back to the board.
ACTION: Carr to contact Porfido and address the plowing as well.

DIRECTOR'S REPORT: See Attached

Koplow asked what the annual circulation rate is — 25–27k; with digital, another 8k

NEW BUSINESS

MSV – Special Meeting to invite Porfido and Dodge Contracting to discuss the water and plowing issue on Wednesday August 14 at 6pm–8pm — Dean/Swinyer (8-0) – MOTION APPROVED

MSV – To adjourn 8:42pm— JonesGirouard/Swinyer (8-0) – MOTION APPROVED

NEXT MEETING Wednesday August 28, 7PM, library.

Respectfully submitted, Kim De Lutis, secretary 7.31.19