

**LITTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES**

MONTHLY TRUSTEE MEETING MINUTES
September 25, 2019

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

Excused: Kim De Lutis (secretary)

CALL TO ORDER: Fillion (chair), at 7:02 PM.

GIFTS

\$390 in Memory of Jan Francis (list of donors attached)

\$175 in Memory of Ellen Morrow (\$50 from Priscilla and Dan Crowley, \$100 from Kathy Ross, and \$25 James Cooper)

Ellen Morrow was such an important member of the library and left such an impression that Fillion asked the board members think of a way to memorialize Ellen at the library and bring their suggestions to next month's board meeting.

Angie, who knew Ellen the longest and most intimately, and MacIver have already put together a scrapbook on display in the Fireplace Reading Room. Fillion suggested that we involve Angie in the quest for an appropriate and befitting memorial.

Action: Board members to bring recommendations for Ellen Morrow memorial.

MSV –To approve minutes from 8.23.19 – MacIver/Swinyer (8-0) – MOTION APPROVED

Old Business:

Hastings reported updates were made to the DVD and fine policies. However, he said the personnel policy would take more time than he initially thought because there is no workable electronic copy available that can be easily amended, seems to exist only in PDF format. JonesGirouard thought she might have electronic pieces of the document, PDF copy consists of about 40 pages which makes recreating it labor intensive.

It was also Hastings recollection that the draft policy and procedures were never formally approved by the board.

Action: Hastings will send out the PDF copy of the draft policy and procedures for the board's review to vote on for next board and he asked that they review with a critical eye. He will send the edits to Director Carr.

JonesGirouard was unable to make necessary connections regarding the gift for Barbara Strain, thanking her for her dedication and efforts beautifying the library grounds.

JonesGirouard suggested the Masquerade Ball, but it was decided it might not be the best idea to get a gift certificate for a specific date.

MacIver thought that Barbara might enjoy a gift certificate to the Colonial Theater as she has seen her there with her husband often. As the Colonial has various events through out the summer, it might be a better option.

ACTION: Completed **ACTION:** To do

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MSV –Board approved a \$200 gift certificate to the Colonial Theater for Barbara Strain as a thank you for her hard work and dedication to the library grounds -
Maclver/JoneGirouard (8-0) – MOTION APPROVED

Action: Director Carr will check to see if the gift certificate can be purchased online.

Physical Plant and Life Safety Committee Meeting Review: See Attached

JonesGirouard asked about the colors swatches or samples mentioned in the Building report, Director Carr has the samples on hand for review. Director Carr also mentioned that the repainting aspect of the architectural report is not yet an immediate concern.

Koplow expressed concern about the falling painting incident on the stairwell. Hastings suggested stapling tops of hooks to prevent them from sliding up and off edging. Discussion ensue as to whether the Arts/Historical Preservation or the Building Committee would be the responsible party. Instead of having to have another meeting and then hiring someone to make the repairs, Koplow offered to make the improvements.

Action: Koplow will make the necessary repairs in November. He took a sample hook provided by Carr to facilitate the task. If task is to take place during the day, Fillion offered the services of her husband for safety reasons since process will involve ladders while patrons are in the library.

Regarding the air conditioning upgrade, Carr has a vendor coming September 25, she did not remember the name and another vendor, Ray's Electric and General Contracting from Berlin, the following day, September 26. October 4th will be the end of the rebidding process. Hastings suggested that the original firm what walked through and gave an estimate be given a chance to place a bid, he did not remember the name but did have a phone number.

Action: Carr will send Hastings the bidding information so that he may contact the original firm that did a walk through.

Discussion ensued on handicap accessibly. Carr reiterated that it is a serious detriment to the community that building is not fully accessible, particularly the children's room. There are several options that board will need to consider from installing a new elevator using the same shaft to building an entirely new entryway. It was the general consensus that there is a need to start involving contractors for markups to start pricing out options.

Carpet cleaning is scheduled for October, 21. That is a Monday, so Carr will be around to open the building.

MSV –To approve Building minutes from 9.12.19 – Hastings/Dean (8-0) – MOTION APPROVED

Director's Report Review: See Attached

ACTION: Completed **ACTION:** To do

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Because Don (Kat) Morrow is still recovering from both the loss of his wife and the car accident, Carr suggested that the board send some flowers, and after some discussion, it was decided it would be of a “Thinking of you” sentiment with a more manly theme, florist should be able to create something appropriate.

MSV- Up to \$100 be allocated for an arrangement of flowers from the Cherry Blossom to be delivered to Don (Kat) Morrow. Koplw/Dean (8-0) – MOTION APPROVED

Director Carr proposed some changes to the staff schedule due to personal circumstances that require Mary going part-time, and have Christine going full-time. Director Carr is very confident the shift in roles would not impact functioning of library and would actually reduce personnel costs.

MSV –Board authorizes Director Carr to make the necessary schedule changes to personnel and hours. - Hastings/Koplw (8-0) – MOTION APPROVED

Regarding the preliminary budget that was submitted (see attached), Hastings asked Director Carr if she thought there is a need to make any changes to the line items. Director Carr wondered if maybe the library should ask for an increase to the capitol improvement fund to allow room for projects like removing the spare chimney.

Action: Director Carr to contact the architectural firm to see if removing the spare chimney will impact the library integrity or historical status.

Director Carr informed board that if they want to include a warrant article, she must inform the town budget committee by the end of the year.

MSV –Board authorizes Director Carr to present a warrant article to the town budget committee to add an additional \$15K to the capital improvement fund. - Koplw/Hastings (8-0) – MOTION APPROVED

Director Carr proposed changes to monthly board meeting schedule due to the upcoming holidays and the Haunted Hikes talk all taking place on currently scheduled dates.

MSV –Board voted to change board meeting schedule for the rest of the year:

Oct 23

Nov 20

Dec 18. - Hastings/Dean (8-0) – MOTION APPROVED

Koplw asked that Director Carr add to the next month’s agenda upgrading to more cost efficient lighting, current bulbs are antiquated.

Motion to adjourn at 8:54 pm.

Next Physical Plant and Life Safety Committee Meeting - Oct 10th, 9:00 am

Respectfully submitted, Dawn Hatch, Kim De Lutis, secretary in absentia 9.30.19

ACTION: Completed **ACTION:** To do