

Library Board – Final Meeting Minutes

September 12th, 2018

Present: Jeanne Engel (Librarian), Jessica Bickford, Stacey Waterman, Sabrina Rossi, Kelly Vandorn, Jasmine Yuris

1. Call to order, 6:00 pm.
2. Review and Approval of Minutes:
 - a. Minutes from the August 22nd, 2018 meeting were approved with no changes. Stacey motioned, all board members were in favor.
3. Librarian's Report:
 - a. Jeanne noted that a security light on the front of the building was out. She contacted Ken Moore who noted that the light needed to be replaced because the ballast was damaged. The light was replaced, and the cost was \$235 for parts and labor. Jeanne will be applying to Efficiency Vermont to try and recoup some of the costs.
 - b. While on site, Ken looked at the electrical service to the building to determine if an upgrade is needed as part of floodproofing possibilities (see below). He noted that the service to the building is already a 200 Amp service, but a new box would need to be installed to accommodate upgraded electrical options. He will provide a bid estimate.
 - c. The tree out back is dropping cherries and staining light colored cars. The library will be putting up a sign for the season, as this has not been a problem in the past.
 - d. The house next door will be for sale and the seller was interested if the library would potentially be interested in purchasing the property. Jessica will discuss with Brian Story to see what the process would be if the library were interested.
 - e. New Desk was ordered, but otherwise no new updates.
4. Budget Update
 - a. Stacey spoke with Rosemary at the town regarding the vote from the Library Board to increase the annual raise from 2.0% to 2.5%. They are working out the details to make the raise retroactive to July.
 - b. No other new updates.
5. Review of Bids - Renovation Project
 - a. Three contractors contributed bids to the youth renovation room:
 - i. Brian Currier
 - ii. 802 Woodworks
 - iii. Brian Raulinaitis
 - b. Review and discussion of the bids noted that each contractor had similar prices for materials and labor. Additionally, all bids were very comparable in design, offsite construction, and required installation time. The bid submitted by Brian Raulinaitis was most in alignment with the vision of the renovation committee and included design and safety elements that the committee had not considered making it more youth friendly.
 - c. Jasmine abstained from discussion of the bids due to possible conflict of interest.

- d. Stacey motioned that the bid submitted by Brian Raulinaitis be chosen due to the design of the corner structure and inclusion of researched OSHA standards for the children's safety. Kelly, Jessica, and Sabrina were in favor.
 - e. Sabrina will contact all the contractors to let them know of the Library Board's decision.
 - f. The money for the renovation will be split out of the budget from maintenance, building capital, sale of the card catalogs, and a grant.
6. Floodproofing – Heating System
- a. Perfect Temp from Johnson visited the library and met with Jessica regarding moving utilities upstairs as part of the future floodproofing plan.
 - b. Perfect Temp will provide two quotes for heating and cooling options. One will include a propane installation that utilizes much of the existing system with exterior propane tanks according to floodplain standards. The second quote will include prices for installation of an electric mini-split system.
7. The Library Board is on the agenda for the Select Board Meeting to be held Monday, September 17, 2018. Kelly and Jessica will attend to discuss best methodology for contacting divisions of the town when assistance is needed such as the fire department for sandbags and road maintenance crews. The purpose is to ensure policies are adhered to since the library is a town building but arranges much of the building and land maintenance through its board.
8. Youth Board Addition
- a. Addition of a youth member to the library board discussed in the June meeting will be postponed until the October 10th meeting.
9. Adjourn @ 7:07 pm.

Next Regularly Scheduled Meeting: October 10th, 2018, 6:00pm