

## Library Board – Final Meeting Minutes

October 10<sup>th</sup>, 2018

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

1. Call to order, 6:04 pm.
2. Review and Approval of Minutes:
  - a. Minutes from the September 12<sup>th</sup>, 2018 meeting were approved with no changes. Stacey motioned, Jessica 2<sup>nd</sup>, all board members were in favor.
3. Librarian's Report:
  - a. Brian Currier stopped by the library and started with winterizing and flood-proofing the library.
    - i. Door supports were built that are to be manually placed on the basement door in case of excess water pressure. This will help prevent the door from bursting open under the water pressure.
    - ii. He will also be sealing all basement windows.
    - iii. The air conditioners were removed from the upstairs windows for the winter.
    - iv. He repaired the front and back doors.
    - v. All money will come out of the Building Maintenance budget.
  - b. Ken Moore submitted an estimate to upgrade the electrical service for the cost of \$1555 at the library to a 200 Amp service if the library determines to move to a mini-split electrical heating and cooling system.
  - c. Jeanne noted that the library needs to work on updating the website and social media for the library. She will work on updating the free Wordpress website currently in place. Sabrina will stop by and help with Facebook.
4. Budget Update
  - a. Stacey noted there was no year to date update at this time.
  - b. Salaries were reviewed based on the six-month hire date for Kristyn and a possible raise for Dorigan as a substitute to bring her up to standard pay. Stacey will contact Rosemary.
  - c. No other new updates.
5. 6:30 – Viewing of Adjacent Property
  - a. The board toured the property next door for sale as a potential purchase for town use.
6. Discussion of property interest
  - a. The library is interested in the property for the land use as well as additional space. However, the library and board would be unable to independently support and care for an additional facility. Jessica will speak with the Selectboard to gather additional information on potential for a collaborated space with other town offices and committees, what the process would be if it were possible, and overall feasibility.

7. Renovation Updates
  - a. Brian Raulinaitis is making minor modifications to the design based on a meeting with the renovation committee. He will be sending in an updated estimate and design.
  - b. Brian plans to start the first week of December. He will work with the library on a materials budget and begin purchasing materials.
  - c. Further discussion at the November meeting.
  
8. Flood-proofing updates
  - a. No estimate received from Perfect Temp at this time. Jessica will touch base with Perfect Temp.
  
9. Facilities Oversight Update – Meeting with the Selectboard
  - a. Jessica reported on a trip to the Selectboard meeting held Monday, September 17<sup>th</sup>, 2018.
  - b. The library will be added to the town mowing contract.
  - c. Any other issues that are unclear on care of the land or building should be directed to Brian Story and the Selectboard will address.
  
10. Next meeting the board will work on the 2019-2020 budget.
  
11. Adjourn @ 7:53 pm.

**Next Regularly Scheduled Meeting: November 14<sup>th</sup>, 2018, 6:00pm**