

## Library Board – Final Meeting Minutes

Wednesday, December 12<sup>th</sup>, 2018

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

1. Call to order 6:00 PM. Stacey requested that Budget be added to the agenda.
2. Review and Approval of Minutes:
  - a. Minutes from the November 14<sup>th</sup> minutes were reviewed and approved with no changes. Stacey motioned that the minutes be approved, Sabrina seconded, all board members agreed.
3. Librarian's Report:
  - a. The library received a \$3000.00 check from the Turrell program. This money is used annually toward children's programs, functions, and activities. Additionally, Kristen will be applying for further grants such as Concept 2 in preparation for summer youth programs.
  - b. Jeanne noted that she had received the invitation from the town for the annual Holiday Potluck Party for town employees and board members. She extended the invitation to the board members.
  - c. Rise Vermont was giving out grants to encourage people to get outside and be active. Jessica had applied for one of these, and Jeanne informed the board that the library received notification that they won a Snowshoe Grant from Rise Vermont. However, due to a mail error, the monies will not arrive until January. The granted amount is \$1300.00 and will permit the library to purchase 4 pair of youth and 6 pair of adult snowshoes as well as a book on snowshoeing. Jeanne requested that the board front the money to purchase snowshoes now, knowing the board would be reimbursed when the grant money arrives. This would optimize the amount of time that the snowshoes were in use this season. Jessica motioned for the board to pay for the snowshoes now. Sabrina seconded. All board members approved.
    - i. Jessica is working with Powerplay Sports in Morrisville to purchase these snowshoes, hopefully making them available before the end of the year for patron checkout for use from the Library.
    - ii. Kelly noted that the Conservation Board is collaborating and working on maps that will be available at the library to go along with snowshoe rental.
4. Floodproofing Updates:
  - a. The board received quotes for materials and labor from Perfect Temp for three different scenarios.
    - i. Air Conditioning System Installation only. Approximately \$11,000.

1. This was offered primarily as a point of reference to see what the cost would be to just upgrade the current system with installed A/C. This does not meet the goals of the board to flood proof the utilities.
    - ii. Move furnace upstairs and upgrade to a Propane heating system. No A/C. Approximately \$6800.
      1. This seems to be the best option due to affordability, meeting the goals of the board to move utilities upstairs in case of flooding, and maintain some of the current system.
    - iii. Full mini-split system allowing for A/C and heating, with all utilities upstairs. Approximately \$22,000.
      1. While the minisplit system initially seemed the best route to go to provide both heating and air conditioning, it is cost prohibitive. Additionally, research has shown that the heat pump is not efficient in very low temperatures, something Vermont experiences regularly. Ultimately a backup system would be needed, requiring the library to leave the current oil system in place for backup and not meeting the goals of the board toward Flood proofing.
  - b. Jessica noted that once the library was ready for the work, the library would do a formal process of request for bids.
  - c. Jessica noted that she had spoke with Seth from LCPC who has written grants for the library in the past. There are upcoming grant opportunities he is willing to apply for on behalf of the library, if the library meets the criteria of having a match for any granted monies. Review of the budget indicated that the library has \$5000 in budgeted capital for next year. The board determined that this would be a good time to proceed with applications to upgrade and move the utilities upstairs. Sabrina motioned to have Seth proceed with the grant application. Jasmine seconded. All board members were in favor. Jessica will reach out and talk to Seth.
5. Budget:
- a. Stacey has turned in the budget but read through the last minutes from the town and noticed that the final approved annual raise for town employees was 2.65% and not 2.5%. Jessica motioned that the library board revise and increase the annual raises of our librarians to 2.65% as well to match the town. Kelly seconded, all board members were in favor. Stacey will recalculate salaries, revise, and resubmit to the town.
6. Renovation Update:
- a. Brian Raulinaitis began work on the children's room renovation. The board toured the progress of the room. The renovation committee and Jeanne will investigate flooring for the upper portion of the climbing structure.
  - b. The board discussed planning an Open House type event in January to present the renovated children's room to the community. The board will work with Jeanne and Kristen to establish a date as more is known about finish dates.

7. The board signed Christmas Cards for the library bonuses.
8. Adjourn@ 7:05pm.

**Next Regularly Scheduled Meeting: February 13<sup>th</sup>, 2019, 6pm. TBD – Unveiling of the renovated Children's Room in January.**