

Library Trustees' Meeting  
July 5, 2007

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Breen called the meeting to order at 4:30 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to accept as printed the minutes of the meeting of June 22, 2007.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$23,240.69 in the checking account; \$4,871.85 in the Marois account; and \$11,461.53 in the Certificate of Deposit, for a total of \$39,574.07. She indicated that she had one bill to be considered for payment from trustee funds: \$250.00 to renew the library's pass to the Christa McAuliffe Planetarium. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to pay this bill from trustee funds.

OLD BUSINESS

The first item of Old Business was the Walkway Reconstruction Project. The director reported that one bid had been received by the deadline: from DLB Paving, in the amount of \$37,500. A letter had been received from another contractor, GMI Asphalt, indicating an interest in bidding but an inability to meet the required time frame. Discussion turned to the next item of Old Business, the Elevator, due to its potential financial impact on the walkway project. The director reported that she had just received the written report from the elevator consultant, and she distributed copies. The consultant had concluded that the elevator required extensive work, including replacement of the hydraulic jack assembly, and had estimated the cost at around \$25,000 to replace that assembly and the pit channel.

A discussion ensued, and the consensus was that the trustee funds which had been planned for the walkway project would instead have to be used for the elevator project. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously that, based on the report of Elevator Consulting Associates, funds be expended from the trustees' checking account toward the elevator repair work, in an amount of \$25,000 or less. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to table the Walkway Reconstruction Project, and bring it back at a future date as Old Business.

The director recommended, based on the fact that there would be costs associated with the elevator project in addition to the replacement of the jack assembly and pit channel, that the Building Improvements line item of the Operating Budget be used for these associated elevator expenses. These expenses would range from paying the consultant to waterproofing the elevator pit. She indicated that most of the funds budgeted in the Building Improvements line item are still available. The trustees agreed, and Mrs. Hartnett suggested that, before the budget hearings begin, a letter be written to the Budget Committee explaining that, due to the unforeseen critical problems with the elevator, funds in that line item had to go toward the elevator project instead of the projects originally planned.

The director will proceed to have the consultant develop bid specifications so that the project can be put out to formal bid. The elevator will continue to be out of service. To help library patrons who are handicapped or senior citizens, she suggested that three of the six parking spaces on the upper level be reserved for these patrons during the period that the elevator remains out of service. The trustees agreed that this was a good idea.

The third item of Old Business was the Capital Improvements Program. The director distributed a draft of a possible submittal to the CIP committee to add \$100,000 to the Town Center Land Acquisition Trust Fund in 2008. The trustees reviewed the draft and, on a motion by Mrs. Hartnett, seconded by Mrs. Gilman, unanimously voted that the form be submitted as written. There was also a discussion of a note to be written by the chair of the trustees to the owner of the property adjacent to the library. The wording was agreed upon, and the note will be sent inviting the owner to an informal get-acquainted meeting.

#### NEW BUSINESS

The only item of New Business was Possible Warrant Articles for 2008. The director explained that there could be three articles: the usual one for a cost of living increase for library employees; an article requesting more funding in the Expendable Trust Fund for Employee Separation for retirements; and an article requesting funding for a new roof. The director indicated that she planned to have a consultant who specializes in roof evaluations come to give his professional recommendation regarding the expected life expectancy of the current roof.

#### DIRECTOR'S REPORT

The director showed recent articles and photographs about library events which have appeared recently in the local newspapers. She reported that the Summer Reading Program for children is going very well, and that plans are progressing for the state-wide "Big Read" in October, in which the library will participate. She reported that she will be on vacation from July 12 through July 20. She reported that she had received an email from Tom Giarusso of SCTV asking if a webcam could be installed on the library pointing at the high school, to air local weather conditions live on cable TV. She explained that she had checked with the library's computer technician, who expressed concerns about the bandwidth this would require. Given that there are already some issues with bandwidth, the director indicated that she would not advise agreeing to this until a fiber optic I-Net is developed linking town and school facilities. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted not to grant the SCTV request at this time due to technical issues. The assistant director reported that the total number of unexpired cards is 10,559: 8,814 adult and 1,745 juvenile.

#### TRUSTEE MATTERS

Mrs. Hartnett recommended that funds be requested in the 2008 budget for push-button openers to be installed on the doors at the lower level entrances, to assist handicapped persons. The consensus was to do so. The director recommended that funding also be requested for a new interior door in the children's room vestibule, so that a push-button opener can be installed on it as well.

#### DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, August 30, 2007 at 4:30 PM at the library. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to adjourn at 5:50 PM.

Respectfully submitted,

Eleanor Strang, Director