

Library Trustee Meeting
Tuesday, September 20, 2016, 10:00 AM

Meeting called to order: 10:00 AM

Trustees in attendance: Beverly Heyduk, Ann Butler, Miller Lovett, Pam Coburn, Jane Ramsay, Duncan McNeish, Paul Eldridge

Others in Attendance: Erin Apostolos (director), Matthew Gunby (head of circulation), Jim McFarlin (alternate trustee candidate), Ron Lamarre (architect/consultant)

- I. Barnard Ridge site: Mark Billings noted at the Select Board meeting (Monday 9/19) that the Barnard Ridge site would no longer be an option for the library as part of their conservation purchase.
- II. Feasibility study of Robertson property.
 - a. Site cost and development study.
 - b. Site evaluation: Kent Brown was consulted on what would potentially have to be done and what the cost for this would be. Knowledgeable about site.
 - c. Fee: hourly not to exceed \$5,000.
 - d. Boundary survey has been completed by the current owner. May also have done a topographical survey. **Duncan McNeish will contact them to determine this.**
 - e. Geotechnical study not included in \$5,000 estimate.
 - f. End of October, beginning of November completion of a feasibility study.
 - g. Work on programming can begin as well as work of different sub-committees.
 - h. Existing structure makes it likely some aspects will not need to be studied.
 - i. Basic view of what the building would look like should be available in late November.
 - j. 3-5 weeks for completion of process.
 - k. Question of whether it needs to go to bid.
 - i Not necessary if funds are coming from the trustees. May be wise for programs costing in excess of \$25,000.
 - l. Scope of work should be determined by trustees, but informed by experts.
 - m. Should seek to have meeting with Kent Brown. **Beverly Heyduk will contact Kent Brown.**
 - n. Meeting with Kent Brown next Tuesday, September 27th at 10:00 if this is possible for him.
- III. Secretary's Report-approve minutes of August 9 and 23
 - a. **Motion to accept minutes from August 9th and August 23rd made by Ann Butler. Seconded by Paul Eldridge. Pam Coburn and Miller Lovett abstain.**
 - b. **Erin Apostolos will provide date for fire marshal's survey of the library to Miller.**
- IV. Treasurer's Report
 - a. Change in name of Mackensen & Company. Bearing Point Wealth Management.

- b. Total market value: \$838,466.30
- c. **Motion to accept treasurer's report made by Paul Eldridge, seconded by Ann Butler. Motion carries.**

V. Library Director's Report

- a. LCHIP plaque was brought in last week and is in the front foyer.

VI. Old Business

- a. Lavallee Brensinger payment tabled.
- b. **Letter to LCHIP sent to trustees. All of this information was presented to the Select Board at Monday 9/19 meeting. Motion to approve LCHIP letter and send to LCHIP, the Select Board and the town manager as written made by Ann Butler, seconded by Jane Ramsay. Motion carries unanimously.**
- c. Press release about the LCHIP letter.
- d. Open library to tours in mornings and evenings to show some of the aspects that are at issue.
- e. Reach out to GMP specifically to tour building.
- f. Positive presentation of programming available at a new site. Creating signs and letters to the editor.
- g. **Beverly Heyduk will contact Deb McNeish to have a meeting of PR Committee.**
- h. Contacting the Historic Society and discussing potential new usage of the building.
- i. Being informed on the laws of building usage. Important for trustees.
- j. Report on Meeting with American Legion: Erin Apostolos, Ann Butler, Pam Coburn, Jim McFarlin and Ray Moritz attended the most recent American Legion meeting. Great reception at American Legion. They stated they did not have an opinion within the scope of the meeting to determine what happened to the library, but what happened to the monuments.
- k. Bylaw Review- postponed until next month.
- l. Important Dates and Goals- meeting with Kent Brown. November should have something concrete from Lavallee Brensinger
- m. Vu-Tech property may become available as potential site in the near future.

VII. New Business

- a. Selling merchandise for non-profits: Meredith 250th anniversary. No written policy on this. Refer to policy committee for their next meeting.
- b. Budget Committee needs to form (Budget due 10/21). Jane, Duncan and Erin will set up a time to meet.
- c. National Friends of the Library Week Oct 16-22: Recognize Friends of the Library for all the work they do. Beverly Heyduk will send a first draft of a letter to Paul Eldridge.
- d. **November Trustee meeting date change to Tuesday the 15th. Motion made to change date made by Ann Butler seconded by Pam Coburn. Motion carries unanimously.**
- e. Individual subcommittees will continue to report back as they have information to present.

- f. Planning committee have not been involved over the course of the last couple of months. Miller Lovett noted he views this as a mistake.
- g. Schedule Investment Review: Meet with representation from Bearing Point Wealth Management. Plan for December. **Duncan McNeish will contact them.**
- h. Other Business
 - i. Shirts will be sold in the library. Ann Butler reviewed the RSAs and this passed. A special account will be created for the funds. **Motion to create an account for the fundraising of the library building project made by Pam Coburn. Seconded by Duncan McNeish. Motion carries unanimously.**
 - ii. Distribute Frequently Asked Questions to the transfer station, community center, etc. 500-1000 copies will be printed. Erin will contact the printer.
 - iii. **Motion to accept donation of Archie print made by Pam Coburn, seconded by Ann Butler.**
 - iv. Jim McFarlin has accepted position as alternate trustee. The Select Board will vote to accept this.
 - v. Jane Ramsay will write to Commander Sam Blake thanking them for their kind reception to American Legion.

VIII. Action Items

- **Duncan McNeish will contact the Robertsons to determine whether a topographical survey has been completed.**
- **Beverly Heyduk will contact Kent Brown.**
- **Beverly Heyduk will contact Deb McNeish to have a meeting of PR Committee.**
- **Erin Apostolos will provide date for fire marshal's survey of the library to Miller.**

IX. Adjournment--Next meeting: Tuesday, September 27, 10:00AM

- a. Motion to adjourn made by Ann seconded by Jane.

Beverly Heyduk

Ann Butler

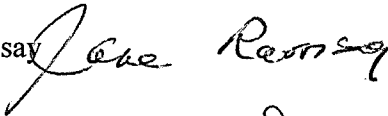


Miller Lovett

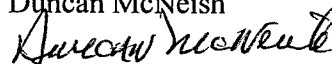
Pam Coburn



Jane Ramsay



Duncan McNeish



Paul Eldridge

