Library Trustee Meeting Minutes
April 9, 2013 Called to Order: 6:02 PM

Trustees Present: Rhetta Colon, Duncan McNeish, Ann Butler, Colleen Nolan, Paul Eldridge, Mary Richardson, Pam Coburn
Alternate Trustees Present: Kate Miller
Absent With Notice: None
Others Present: Erin Apostolos, Director; Judy Hodges, Assistant Director

Motion to approve the minutes of the March 5, 2013, meeting: Butler; Second, Richardson. Aye: all.

Motion to approve the treasurer’s report: Eldridge; Second: Richardson. Aye: all.

Motion to affirm to subscribe to the tenets of the Prudent Man Rule: Eldridge; Second: Richardson. Aye: all.

Library Director’s Report
Item d: Positive comments from the public

Item g: email report o us – must put gutters and downspouts back, must do chimneys – John Rostra, brick mason.

Item h: Fixed

Item i: Motion to approve Children’s Garden: Butler; Second: Eldridge. Aye. all.

Item j: Need insurance company name and the portion of the policy that covers terms and contents.

Motion to adjourn: Eldridge; Second: Coburn. Aye: all.

Meeting adjourned: 7:50 PM

Ann Butler
Secretary

Attachments

Approved:
Library Trustee Meeting Agenda
Tuesday, April 9, 6:00-7:30PM

I. Secretary’s Report (2 minutes)
   a. Approval of minutes from March 5, 2013

II. Treasurer’s Report (2 minutes)
    a. Approval of Report
    b. Prudent Man

III. Library Director’s Report (10 minutes)
    a. Circulation and Events Report
    b. Friends Update-Defib, people counter
    c. Outreach Update
    d. Monthly Self-evaluations
    e. Financial Update
    f. Fire Protection Engineer
    g. RFP for Brickwork
    h. Loose Back Railing
    i. Children’s Garden this summer
    j. Inventory

IV. Old Business (45 minutes)
    a. CIP Draft Brick Work Proposal-Erin
    b. Facilitator Search-Duncan
    c. Policy Committee-Privacy and Investment Policy and Library Director Review Form-Colleen, Ann, Erin (Please see my email of 3/27) Please review, vote needed
    d. Library Director Review
    e. Expendable Trust Fund Warrant Article Ed Hibbard-Paul update needed
    f. Next Master Plan Meeting
    g. Proposals for Financial Advisors (Please see my email of 4/3) Set up Interviews for candidates and process for same.
    h. Letter of Understanding (Please see my email of 4/3) Please review, vote needed
    i. Baptist Church (Need definitive answer from Church in writing.)

V. New Business (15 minutes)
    a. Review of April Calendar
    b. Sending Lib. Director Report To Select Board
    c. Library vs. Town spending on building to Select Board
    d. Sending Fire Protection Engineer report to Select Board
    e. PR committee
    f. Vision for Library Building

VI. Adjournment--Next meeting: May 14, 6:00PM
Meredith Public Library
Treasurer’s Report
April 9, 2013

Meredith Village Savings Bank checking- Improvement Fund:
Balance on hand 4/9/13- $14,757.84

RECEIPTS- deposited: 3/11- $284.00
3/16 - $103.00
3/25 - $145.95
3/27 - $96.00
4/6 - $95.00

$723.95

RECEIPTS FROM INCOME GENERATING EQUIPMENT:

Public Copier- $176.00
Fax- 18.00
Donations- 61.00
Earbuds- 1.00
Non-Resident- 220.00
Lost/ Damaged- 47.95
Grants/ reimburse- class: E.Apostolos 200.00

Interest, March, 2013 .11

$724.06

EXPENDITURES:

Chase Card services- $490.02
Panasonic Finance Solutions- 44.63
NHLTA- Spring Conf. Regs- 455.00

$1,034.28

- OVER -
<table>
<thead>
<tr>
<th>Date</th>
<th>IF- Priced Sec Value</th>
<th>IF- Money Mkt.</th>
<th>IF- Total Net Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/12</td>
<td>177,307.95</td>
<td>8,265.22</td>
<td>185,573.17</td>
</tr>
<tr>
<td>4/1/12</td>
<td>177,381.92</td>
<td>575.50</td>
<td>179,957.42</td>
</tr>
<tr>
<td>6/1/12</td>
<td>170,760.09</td>
<td>1,232.44</td>
<td>171,992.53</td>
</tr>
<tr>
<td>8/1/12</td>
<td>176,051.42</td>
<td>2,019.50</td>
<td>178,070.92</td>
</tr>
<tr>
<td>10/1/12</td>
<td>165,625.33</td>
<td>1,292.05</td>
<td>166,917.38</td>
</tr>
<tr>
<td>12/1/12</td>
<td>165,781.48</td>
<td>2,152.76</td>
<td>167,934.24</td>
</tr>
<tr>
<td>2/1/13</td>
<td>169,469.60</td>
<td>4,311.01</td>
<td>173,780.61</td>
</tr>
<tr>
<td>3/1/13</td>
<td>159,935.33</td>
<td>14,747.46</td>
<td>174,682.79</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>NF- Priced Sec Value</th>
<th>NF- Money Mkt.</th>
<th>NF- Total Net Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/12</td>
<td>351,227.96</td>
<td>262,438.70</td>
<td>613,666.66</td>
</tr>
<tr>
<td>3/1/12</td>
<td>373,820.79</td>
<td>261,870.13</td>
<td>635,690.92</td>
</tr>
<tr>
<td>5/1/12</td>
<td>374,069.85</td>
<td>263,551.01</td>
<td>637,620.86</td>
</tr>
<tr>
<td>6/1/12</td>
<td>360,862.91</td>
<td>262,082.91</td>
<td>622,945.61</td>
</tr>
<tr>
<td>10/1/12</td>
<td>410,178.00</td>
<td>231,577.59</td>
<td>641,755.59</td>
</tr>
<tr>
<td>11/1/12</td>
<td>409,013.59</td>
<td>232,416.42</td>
<td>641,430.01</td>
</tr>
<tr>
<td>12/1/12</td>
<td>411,206.81</td>
<td>231,028.46</td>
<td>642,235.27</td>
</tr>
<tr>
<td>2/1/13</td>
<td>419,812.75</td>
<td>236,868.47</td>
<td>656,681.22</td>
</tr>
<tr>
<td>3/1/13</td>
<td>417,647.63</td>
<td>235,284.73</td>
<td>652,932.36</td>
</tr>
</tbody>
</table>
a. **Circulation, Reference and Events Report**—We circulated 7221 items in March 2012 and 7102 in March 2013, so circulation is down just slightly. Looking at statistics for print vs downloadable collections, in 2011 ebook and audio book downloads accounted for 2% of circulation in March. In March 2013 it accounted for 7%. Staff answered 157 reference questions in March, spending 11 hours helping patrons with those questions. Chris spent 12 hours in March working with patrons on Technology Issues.

Adult classes and events saw 74 participants this month and included a class on getting started in Genealogy and a special Genealogy Club lecturer who discussed the historic Troubles in Northern Ireland. Computer Club, our two book groups and Genealogy Club continues to meet monthly. *Children and teen classes had 93 participants in library* and included ABC and Me, Tot Time, Lego Time, the new Teen Advisory Board, Teen/Tween Book Club and Lego Time.

b. **Friends Update**—The Friends discussed buying a defibrillator for the library. They are researching cost and training. I told them I thought it was a great idea, but would just need trustee approval once they were ready to go with the project. They also discussed the 5K which will be August 31. They are expanding on the race and hope to reach more people this year.

c. **Outreach**—Karen continues her work with the 7-Uppers and Inter-Lakes Day Care. John started his visits to the Lakeland School. Cherie continues her work with the Altrusa Club providing library materials to the Homebound. Chris has been asked to moderate a panel about ebooks for the NH Library Association’s Spring Conference in May. Erin moderated NHLA’s READS Round table. The theme was “How Far Do You Go?” when dealing with needy patrons. 70 People were reached.

d. **Monthly Self-Evaluations**

- **Joyce Alcombrack**—Joyce is taking on more responsibilities including weeding the CD collection and cataloging new CDs. She is relabeling all of the paperbacks on her own initiative since the red labels were difficult to read. Her reference skills are greatly improving. She also finished deleting all of the books from fiction which Judy culled before she left.

- **Cherie Gable**—Cherie went above and beyond to find me enough copies of *Kitchen House* for my book group this month (it’s a very popular title!) She has taken on some of Judy’s duties including calling reserves, managing the reserve shelf, and doing the pick list each morning.
- **Karen Henchey**—Karen is thrilled with her new role in charge of the Children’s Library up through age 8. She has been buying some new toys for the Meeting Room area. She created a new Story Time class called “Animals and Me” focusing on the animals of New Hampshire. She is putting together a new program for early elementary children called “Are you 6 and Silly?” They will be talking about their favorite books and doing a weekly art project. She is also doing most of the work for the Friend’s Volunteer Tea.

- **Christopher Leland**—Chris has been making some improvements to our circulation work flow. He discovered a java exploit that could have caused problems with our PCs and blocked it. He trained Joyce on cataloging CDs. He has taken on the role of Acting Assistant Director while Judy is out.

- **John Locke**—John has hit the ground running! He formed a Teen Advisory Board and found a very enthusiastic group full of suggestions. He began visits to the Lakeland School again and is doing small projects or activities in class which coincide with their curriculum. He has begun working with Inter-Lakes Schools. After a meeting with the HS Guidance Counselor, he has been communicating with the Superintendent, Principals and Office Managers in all three schools. All parties have been cooperative and enthusiastic about collaborating with the library. He has also begun working with the HS English Department and Library and established himself and the library as resources for projects. He is working on updating the cataloging of the graphic novels to make them more patron friendly and filling in gaps missing in the graphic novel collection.

- **Lorraine Martin**—Lorraine has taken over printing and updating the NY Times Bestseller list for Judy. She is in charge of the book display across from the circulation desk and picking themes for it each month and keeping it filled. She continues to find artists for the art wall.

- **Kay Stuart**—Kay has been working on a Reading List for low vocabulary/high interest readers. She decorated the Children’s Room for Spring and completed shelf reading the Children’s Collection.

e. **Financial Update**—As of April 5, the trustees have spent $1,815.74 of the $27,900.00 budgeted for the year. The largest expense is $455.00 for the NHLTA conference. I will distribute a report at the meeting.

f. **Fire Protection Engineer**—The trustees agreed to hire Phil Sherman who arrived on April 2. He was here most of the day examining the building and promised a report by mid-month. I should have it for the May meeting.
g. RFP for Brick Work—John Wastrom plans to be here Saturday, April 6. I will fill the trustees in on this at the meeting. He promises his report the week of April 12. I am holding off on sending out the RFP until I have John’s report. Likewise any grant requests pertaining to brickwork.

h. Loose Back Railing—Don Sinclair repaired the loose back railing for $160.00. I took this out of the trustee budget for Misc. Repairs.

i. Children’s Garden—Karen asked me to speak to the Friends about creating a children’s garden this summer outside the Meeting Room window. I need trustee approval for this.

j. Inventory—I asked Phil if the Town had a copy of the last inventory of the building. He said they did not. He also said that the insurance company did not. He sent me a copy of what the Town’s properties are insured for, including the library and the contents. He said that he does not need a full inventory of the building. All that they need is a list of anything valued over $10,000.00. Currently this includes the Chair Lift and the Furnace. I just to be on the safe side I am going to digitally video all of the library’s contents and back that up online.

k. AC Units—I asked Peter O’Brien, who did all the work on our furnace for us last fall, to clean, inspect and change the filters on our AC units. He discovered once again that this had not been done last year as the filters were marked 2011. Peter is now working for Global Mechanical, Inc. but is still local even though the company is out of Newburyport, MA. I asked Peter about the recommendations made by previous companies to phase in updating our units. Put on full calendar for units & piping.

He warned against this. He explained that R-22 is still available, though the cost is rising. The EPA has set a phase out date of 2020 for making any new R-22, so it will be available for a few more years. He said the cost of updating the units goes far beyond the cost of the units. He said that the current Freon is more pressurized than R-22 and will cause more strain on the pipes. He said that in order to update the units, we’d have to update all of the pipes, many of which are underground. It’s a big undertaking. He said all of our units look good, with the exception of one compressor for the Meeting Room. He is going to give me a price for replacing it. I told Peter that currently we are undertaking quite a bit and will wait to ponder the AC units a few more years. We may want to consider creating an expendable trust to update the AC system in ten years.
Masonry Conditions Report

Meredith Public Library – Meredith, NH

Introduction

This masonry conditions report was commissioned by the town of Meredith, NH and Erin Apostolos, Director - Meredith Public Library. The report is based on an on-site inspection of the library, with Erin and a review of the masonry repair cost estimates provided by the MacMillin Co., Inc., the Bonnette Page & Stone Corporation and Frederick A Meyer III & Sons, Inc.. Erin also loaned out her own copy of Norman E. Larsen’s, (Christopher P. Williams Architects) 2012 Meredith Library conditions report. Norman’s well researched report contained the essential background data needed to organize this brief analysis.

The construction of the original structure, the Benjamin M. Smith Memorial Library took place at the very beginning of the 20th century but the traditional building methods and its design were developed in the previous century. The masonry materials used to build the old library were probably all made or quarried in New Hampshire with the exception of the slate roof. There were two types of bricks used to build the original library. These were water-struck or common bricks, (the two interior walls) and repressed bricks, (exterior or facade). The repressed bricks were originally produced at Canterbury Shaker Village in the mid 19th century. The Shakers invented a brick press that made these smooth faced bricks from green common brick. These bricks became very popular with Victorian era architects and were used both on residential and public structures throughout New England. They are beautiful bricks but because of the way they were manufactured they become very brittle with age and are prone to surface failure due to weathering. The chimneys were also built above the roofline using repressed brick but the interior flue walls of these stacks were usually built with common bricks.

The mortar used to build these brick walls and chimneys consisted of only two materials, lime and sand. The early 20th century masons used the same slaked lime that their predecessors used in the 1700’s. The only difference was the library’s masons used a screened or processed sand to achieve the narrow, (1/8 to 1/4” thick) mortar joint common in late Victorian masonry architecture. A basic analysis of the old library’s mortar confirmed this. Although Portland cements were first imported to this country in the late 19th century they were not widely used until the 1930’s. The analysis of the library’s mortar did not indicate the presence of either Portland cement or of any of its earlier competitors like Rosendale cement. The basic formula for the old library’s lime mortar was two to one. This means two parts sand to one part lime. Because of the fact that the face brick were installed using a running or American bond there are no header brick tying the exterior layer of bricks to the inner two walls. Norman Larsen mentioned the possibility of the presence of metal anchor ties in the library’s walls in his 2012 report. Based on my
experience in restoring a number of late Victorian brick buildings, these ties were usually made of iron flat stock or just tin. These metal anchors were widely used in this situation. They are very prone to rusting and failure due to water infiltration. The interior walls were laid up in a more traditional English bond which tied the two walls together by installing a header course at regular intervals. The rear wall of the library was faced with common or water struck bricks in a Flemish bond pattern which alternated stretcher and header bricks. This bonding pattern anchored the face brick to the inner walls. The exterior or facade mortar joints were struck with a narrow concave joint.

The advanced skill level of the library’s early 20th century masons who built the library is plainly revealed by the highly finished brick and granite arch work above the main entrance and the decorative brick entablature that terminated the front and gable end facades. The corbeling or dentil work was achieved with a mix of face bricks and at least six different types of terra cotta molded bricks. These bricks were actually available as stock items to late 19th century masons and architects. Besides making a strong horizontal decorative statement, corbeling the brickwork also helped to throw the rainwater clear of the wall and it provided support for the copper gutter system above it.

Fortunately for the future citizens of Meredith, the library’s architect, George Swain specified granite for the building’s foundation and architectural elements rather than the less expensive but more popular late 19th century building material, brownstone. Brownstone was easier to cut but very susceptible to weathering. The Meredith Library’s light gray rock faced granite blocks along with the highly finished front entrance arch and letter stones are in perfect condition. Although there were many working granite quarries located in southern NH, central Vermont and northern Massachusetts during the late 19th century, the logical origin of the library’s granite are the quarries just north of Concord, NH which are still in business. The original masons used a narrow beaded or rope mortar joint to finish the foundation stonework. The front entrance arch stones originally had a similar slightly larger beaded mortar joint but this area had been partially re-pointed in the recent past and only a few of the original rope joints survived on the lower part of the arch.

Without any original construction documents I cannot comment on the origin of the dark gray slate roofing. The possible sources are the historic quarries around Montpelier, Vermont or Granville, New York. The chimney and valley flashings were made of sheet copper along with the integrated rain gutter system. The downspouts or drops for the rain gutters seem to have been removed at some point in the past.

Existing Building Analysis, Repair/Restoration Cost Estimates and Recommendations

Chimneys and Slate Roof

Observations: It is apparent that the library’s two brick chimney stacks are in very poor condition due to weathering. There are many open mortar joints and the old lime mortar has deteriorated to the point where the chimney bricks have lost their bonding. It appears that the chimney crowns have been partially rebuilt and re-pointed in the past. The copper chimney flashing also appears to have been replaced. The slate roof is in fair to good condition for its age which is to be expected. However the areas of the slate roof around the chimneys appear to have been poorly reinstalled when the flashing was replaced. Between
the deteriorated stack brickwork and these slates, this is definitely an area of water infiltration into the building.

**Recommendations and Cost Estimates:** It is recommended that both chimney stacks be carefully dismantled to at least 24” below the roofline and rebuilt to their original dimensions. This will involve the handling of at least 1000 exterior re-pressed bricks and about the same number of interior common bricks that make up the flue walls. Based on experience about 1/3 to 1/2 of the chimneys bricks will have to be replaced. Many of the existing bricks have lost their outer surface due to weathering. There are at least two brick manufacturers in New England that make a face brick that is a close match to the library’s re-pressed brick. The existing bricks are of a fairly standard size, (length – 8″, thickness -2 1/4”). This should make it possible to find a replacement brick for the chimney work. It is also recommended that an experienced slate and copper contractor be included in this work. The reconstruction of the chimneys, the replacement of their flashing systems and the slate roof repairs around the stacks should be treated as one project. It is also recommended that because of the chimneys continual exposure to the elements and the ongoing changes in our climate, the mortar formula for this reconstruction be altered from the original high lime mix. This will extend the life of the repairs and make the stacks more resistant to water infiltration. Although I do not recommend this mix for re-pointing the walls, it has been my experience that the re-pressed bricks have enough compressive strength to use a mortar mix where equal parts of lime and Portland cement are added to six parts sand.

The existing chimney and counter flashing should be removed during the stack dismantling along with the roof slates around the chimneys. Replacement copper flashing can be premade on the ground and custom fitted into the new brickwork as it is built. Special attention should be paid to the copper chimney “cricket” on the upper side of the stacks as this area is very prone to water infiltration. After the chimneys are rebuilt, the Slater can reinstall the roof in the proper way, replacing any broken or cracked slates as needed. I have encountered a few talented slate and copper artisans over the years. They usually charge about $100 per hour plus the material cost to do basic roof and gutter repair. They are usually worth every penny. I recently met a slate and copper contractor, Steven J Tolinic from Raymond, NH, (603 244 2746) who seems very knowledgeable and is interested in restoration work. I also know the slate roofer who taught Steven the trade, Mark Goodrich, (603 778 0455). I have encountered Mark on a few restoration projects in Portsmouth, NH and his work is very good.

Over the past twenty years I have installed a number of “chase” covers on museum house chimneys in Portsmouth, NH. These are custom made copper caps that cover the top of the stack and can be made to allow the penetration of a flue liner. They are sized to allow the escape of water condensation from inside the chimney and are mechanically connected to the chimney crown with masonry anchors. These covers are almost invisible from ground level and are very effective in reducing water infiltration into the building.

The previous repair cost estimates for the library’s chimneys are certainly competitive bids from very reputable masonry contractors but there is no mention of the flashing or roof repair in these documents. There is also no mention of how far below the roofline that the stacks will be dismantled which is important. If the chimneys are only dismantled to the roof flashing level, the rebuilt stacks will be prone to failure because of the wind loads and one of the most important aspects of the project, the flashing and the roof repairs will not be addressed. Because of my long experience as a mason contractor I understand
how hard it is to put together an estimate for a project like this. It will require a fair amount of staging just
to safely access the chimneys and also protect the slate roof.

It is recommended that the budget to rebuild each chimney and complete all the additional repairs
mentioned above including the installation of the chimney covers should be $40,000.00

The total repair cost estimate for the chimney reconstruction is $80,000.00

**Integrated Copper Gutter System**

**Observations:** Over the past 30 years I have completed many masonry assessments of historic town
halls and libraries throughout New England. The most commonly neglected architectural features on
these structures and possibly one of the most important are the rain gutter systems. Unfortunately these
gutters which were usually made of copper on late 19th century buildings are very difficult and expensive
to repair. I have encountered building after building where the gutters have been covered over and the
leaders have been removed. This is what appears to have happened at the Meredith Public Library at some
point in the past. I have come to understand the reasons for disabling a gutter system since the repair or
replacement costs usually run into the six figures. Very few towns have the budget for a complete
restoration of their historic buildings and they are forced to make tough decisions. These partially hidden
copper gutters performed a critical role in preventing water infiltration into the entire building from the
dentil brickwork down to the granite foundation. There is evidence on the facade brickwork, (staining and
damaged bricks) and on the underside of the existing gutters, (patched holes) that there may have been at
least six original leaders or drops on the exterior walls. These gutters were designed to carry the large
amounts of water produced during a typical rainstorm down the leaders and away from the foundation.
That rainwater is now flowing down over the brick entablature and down the exterior walls into the
basement. It appears based on my recent inspection visit, that the old gutters, (which were probably
disabled in the first place because they were leaking, are still allowing water infiltration into the top layers
of the brick walls. From my observations the brickwork that directly supports the integrated gutter system
has lost its bonding in a number of places on the front and south facades due to water infiltration.
 Virtually all the recent repair work to the brick entablature and dentil work on these walls has already
failed and washed out.

**Recommendations and Cost Estimates:** It is recommended that the restoration of the library's
copper integrated gutter system be considered as an important part of the building’s exterior restoration
and its long term maintenance. There is no reason to continue any more brick re-pointing or masonry
cleaning on the interior or exterior walls until this gutter work is addressed. The cost estimate for this
copper restoration project would include repairs to the deteriorated brick courses under the gutters, a
partial removal of the slate roof above the gutters and staging to access the work. Based on prior
experience there will probably be repairs to the wood roof structure and brick anchors under the gutters
and behind the brick entablature. A project like this will involve the skills of a slate/copper contractor, a
preservation mason and carpenter/timber frame contractor. The recommended budget for this project
would be $250,000.00.
Exterior and Interior Brickwork – Restoration, Repair and Cleaning

Observations: Despite the lack of a working gutter system, the library’s exterior brick walls are still in good condition. There are areas which need spot re-pointing especially in the places where the gutters are still leaking. This type of mortar joint repair takes a great deal of skill in order to match the surrounding intact older mortar joints. There is no reason to remove intact existing mortar joints as has been proposed for the south wall and no rotary grinders should be allowed for mortar joint removal. This work should only be done with hand tools because of the very narrow mortar joints and the delicate facade bricks. Most of the potential re-pointing work is located along the tops of the building’s walls and the corner pilaster panels. There are two additional areas of concern; the lower side walls of the front facade clock tower and the alcove walls at the southwest corner of the building. The areas of exposed brickwork on the lower walls of the clock tower appear to have been re-pointed with roofing tar which is not an appropriate or effective method of preventing water infiltration into this area of the building. The flashing on the shed roof that protects the south west entrance to the library is also not appropriate or effective. These two areas of flashing should be made of copper and not the existing sheet metal which has been attached to the brick walls with rusty nails and caulk. The bigger problem with this corner area is the large amount of rainwater pouring down the walls off the main roof. This condition has caused the deterioration of most of the mortar joints above the lower shed roof and down along the adjacent brick wall. It is apparent that this water infiltration is getting into the basement level based on the deterioration of the interior brickwork and the heavy crust of soluble salts on the lower brick wall next to the back steps.

Recommendations and Cost Estimates: The estimates already received by the library for repairing and cleaning the library’s brickwork vary greatly in cost and scope. Besides the budget, the methods and materials used in these repairs are also important factors in a successful restoration project which are not covered by these bids. From this point on no contractor should be allowed to carry out masonry repairs on the library without a detailed restoration plan and a proven track record in masonry conservation. To streamline the bid process only prequalified contractors should be allowed to bid on the repairs. The masonry consultant is willing to help in this process.

There is no reason to spend money on cleaning and re-pointing the exposed interior brickwork in the attic level Children’s Room. This was the way the original masons intended the interior wall to look and any re-pointing work will do nothing to stop the water infiltration. The repair of the interior basement walls are also a very low priority until the gutter problems are resolved. There is also no reason to carry out any extensive cleaning of the exterior masonry. The use of acidic masonry cleaners even those rated for preservation work should be avoided because of their long term effect on lime mortars. All potential cleaning agents should be tested first before using on the tougher stains. I have found that white vinegar or a mild detergent soap diluted with clean water is often effective in cleaning old brick and stonework.
These days when I look for effective masonry cleaning agents I also look for products that will not potentially harm the environment or the building's occupants. The Driedrich Technologies Co. makes a good masonry cleaning product, (Envirestore 100 - 1 800 283 3888) that is based on citric acid. It can remove most of the darker environmental stains on the library's exterior brickwork if needed. The light white stains on the brickwork beneath the library's windows are caused by the migration of white lead from the window trim paint. This can be safely removed using a new "green" product, (LeadOut - Framar Chemical Co. 1 800 538 5069) which is soy based product that converts the lead to oximmort material. All lead paint removal should be carried out by a qualified lead paint removal contractor.

Before any cleaning agent is applied to the exterior walls, the brick and stonework should be thoroughly soaked with water, (hose pressure only) to prevent the migration of the cleaning agent into the wall. No power washers should be allowed on the site. They can drive the water and the cleaning agents deep into the brickwork which will eventually cause the deterioration of the lime mortar. The six vertical control joints are located at intervals on the 1988 addition's brick walls and where it joins with the old library. These expansion joints are composed of a foam backer rod which is sealed with caulking. These joints have reached the end of their effectiveness and need to be replaced.

**Recommendations and Cost Estimates:** It is recommended that no previous bid for the cleaning and re-pointing of the library's masonry walls be accepted at this point. The plan for the 100% removal and re-pointing of the south facade brickwork should be avoided at all costs. There are areas of deteriorated brickwork located on all four walls of the old library but most of the original exterior mortar joints are still intact. These deteriorated areas could be re-pointed by a small crew of skilled masons in approximately six weeks. This does not include the potential brick repair underneath the existing gutters. It is also recommended that there will be no aggressive cleaning of the exterior brickwork and that any cleaning agents that are eventually used after the masonry repairs are completed are tested first on a small panel of brickwork, (in a discreet area). The removal of the decorative terracotta entablature bricks should be carried out only if they have lost their bonding. Decorative bricks that are intact in the wall but are chipped or cracked can be repaired in place with the non polymer single component repair mortars manufactured by masonry preservation companies like the Comproco Company in Dover, NH. These mortars can be color matched to the library's brickwork and can also be carved after being installed. These can be effective long lasting repairs if done right. I have also used this repair mortar to repair damaged or cracked facade brick in place. Individual deteriorated re -pressed bricks are extremely difficult to remove without damaging the intact adjacent brick.

A budget of $60,000.00 should cover the facade brickwork re-pointing/repsairs and minor cleaning on all four exterior walls of the old library. An additional budget of $2000.00 will be needed to replace the control joints located on or between both buildings. There does not appear to be any brick repair needed on the library addition. Nothing will be accomplished by re-pointing the exposed brickwork in the attic level Children's Room except the removal of some of the library's original lime mortar. Any repair work to the interior basement walls should not take place until all the work on the upper exterior walls, slate roof, and copper gutters have been completed.

**Granite Front Steps - Observations, Recommendations and Repair Cost Estimates:** The massive looking dressed granite blocks that make up the library's front step system are actually supported by a lightweight brick foundation. The stepped parallel footing walls that support the granite treads were built with common bricks and lime mortar. These walls appear to have partially failed and the granite has
started to shift. This is typical for many late 19th century masonry buildings in New England. I have acted as consultant on two granite step restoration projects similar in size to the Meredith library's front steps - the Rockingham Hotel in Portsmouth and the Randolph Vermont Public Library. On both projects the granite pieces were lifted off their foundations using a crane. After the brick footing walls were rebuilt the granite steps were carefully put back in place. The budgets were similar for both of these projects, (about $55,000.00). The high level of skill exhibited by the early 20th masons who built the Meredith Public Library now requires an equally skilled crew of preservation specialists to restore the building's exterior masonry. It is better to plan carefully and find the right people before undertaking a repair campaign that could potentially remove intact historic masonry or make changes that cannot be undone.