

Minutes: Library Board of Trustees Meeting

Date: December 15, 2015

Called to order at 6:05 pm

Present: Sharon Dunham, Diana Johnson, and Eileen Gilbert (Librarian)

November minutes were accepted as was librarian's report. Business has slowed as is typical with this time of year. Our final town disbursement of the year will be received within the week. Eileen will check with Leslie for dates for the disbursements for next year. Finances are in good shape.

Old Business

1. Brickwork: going well but slowly. Joe has been able to continue work though alone and more intermittently.

2. Engineering Report:

According to Joel Fischer the engineer who checked the structure of the building, the sagging doesn't merit immediate action. He suggests that the deflection of the floor be measured and checked once or twice a year. At our next trustee meeting we will have to decide how to proceed with this.

The report from BPS noted that water is most likely coming in at the east wall along the base of the brick on top of the foundation where there are some minor cracks. It seems that water is running off the roof and valleys on the east side and is being deflected from the ground to the sill where the brick meets the foundation. They recommend that a shallow surface French drain be built along the east side of the building to divert the water from the roof runoff water around to the rear of the building. Cracks in the foundation should be repaired and the bottom three feet of bricks around the building should be re-pointed to increase protection from water.

Diana made a motion to have BPS to close up the work in the basement and complete outside work in the spring, and Sharon seconded it. We will need to purchase carpet to cover the floor, and 180 feet of bookshelves (as the

shelving removed from the exterior walls can not be reused). A locking cabinet should be purchased as well.

3. Deck the Village went well.

New Business

1. Staff evaluations were all good. The team is working well together.
2. Eileen spoke with Jeanne about her insurance buyout as she did not take the insurance offered with her position. Jeanne told her that the town hall doesn't give out insurance buy outs until after a year's work. However, as she is not a town employee, we may do otherwise. Diana will write a letter to the town administrator asking for her to be given the money not used for insurance and that it be pro-rated. She will sign the letter and leave it at the library so that Mary and Sharon can sign it before we turn it into town hall.
3. Staff coverage for the holidays look fine. Holiday hours are: 12/24, 12/25 and 1/1 library is closed. 12/31 open 9-1. All other days have normal business hours.

Adjourned at 7:05 pm.

Respectfully Submitted,
Diana Johnson
Trustee