

Trustee Meeting Minutes

October 19, 2022

1. **Call to Order:**

Trustee Vice-Chair Michelle Noonan called the meeting to order at 4:11 p.m. In attendance, Vice-Chair Michelle Noonan, Wally Coyle, Gregory Caille, Dylan White and Cyndee Marcoux (Library Director). Absent Gregory Guimond (Chair), Robert Marzelli, and Dana Forsythe.

2. **Approval of Minutes of September 21, 2022:**

Mr. Caille made a motion to take accept the minutes of September 21, 2022. Mr. Coyle seconded the motion; A roll call vote was taken, all were in favor of accepting the minutes.

3. **Director's Report:**

The director informed the trustees that due to the upcoming asbestos remediation and carpeting install she would not be filling the open circulation position until the work is complete and the library reopens. She will contact the applicants and inform them of the situation.

The director reminded the trustees of the upcoming Friends of the Library booksale on 10/22/22 from 10am-2pm and the Annual Trivia night on November 2 at Haddad's. This is the Friends major fundraiser.

4. **Announcements and Correspondence:**

None

5. **Long Range Plan Discussion:**

The Strategic Planning Committee met on Saturday, October 15, 2022. The meeting was well attended and lasted a little over two hours. The S.O.A.R. session provided many great ideas which library staff will add to the upcoming community survey.

6. **Physical Status of the Library Building**

The library director reported that the new cleaning company is working out well. A discussion of the upcoming asbestos remediation and carpet install took place.

A discussion of the ongoing roof leaks took place. The trustees are very concerned about installing new carpeting before these roof leak issues are addressed.

Trustee Caille made a motion that the library director contact the Town Administrator informing him that the trustees are concerned about the roof leaks. They respectfully request that the roof be repaired before or simultaneously with the carpet install or any action relative there to. Trustee Coyle seconded the motion. A role call vote was taken, all were in favor of the motion.

Trustee Noonan is going to reach out to a commercial roofer for a consultation and options for repairing the roof.

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7. **FY2023 Budget Update:** No questions.

8. **Capital Budget Request:**

Trustee Caille motioned to add bathroom renovations, estimated cost of \$200,000 to the Fiscal 2024 Capital Budget request. In addition, he motioned to add staff kitchen and children's program room kitchen updates, estimated cost of \$50,000 to the Fiscal 2025 Capital Budget request.

9. **Set date for next meeting November 16, 2022 at 4 p.m.**

10. **Adjourn:**

Trustee Caille made a motion to adjourn at 4:55 p.m. Mr. Coyle seconded; a roll call vote was taken all were in favor.