

**Trustee Meeting May 11, 2022**  
**Minutes**

**1. Call to Order:**

Trustee Chair Gregory Guimond called the meeting to order at 4:05 p.m. In attendance, Gregory Guimond (Chair), Michelle Noonan (Vice-Chair), Wally Coyle, Gregory Caille, Robert Marzelli and Cyndee Marcoux (Library Director). Not in attendance Dana Forsythe and Dylan White.

**2. Facilities Department Report –**

Fred Russell, Facilities Director and Tony Bullock, Assistant Facilities Director attended the meeting at the Trustees request. Mr. Russell provided information on all repairs/updates to the Library Plaza Complex from FY19 to present. I am attaching a copy of his report.

Discussed the following:

Roof leaks – the trustees questioned if there is some type of roof that could be installed to eliminate the ongoing leaks. Mr. Russell stated that the leaking mansard roof seam and flat roof membrane were repaired in FY19. A new roof drain was installed in FY20 to correct historical ponding issues on the roof.

Generator – The Town is planning to install the generator from the old Police Station at the library. Before this can be done the library's electrical breaker will need to be from replaced 1,000 amp breaker to 400 amp breaker.

If the generator is installed they could move the power from the roof then reskin the roof. Mr. Caille thanked Mr. Russell for articulating the need for repair of the roof. He also proposed that the Trustees put a warrant article together requesting that the library's roof be reskinned for the Fall Town Meeting.

Carpeting – Mr. Russell informed the trustees that he was currently seeking updated proposals to remediate and install new carpeting.

Outdoor book drop – discussed the possibility of relocating the library's book drop. The trustees explained that the major problem with the existing book drop is that vehicles pull up to the book drop on the wrong side of the street to deposit their items. In addition, the book drop is in the same location as the cross walk causing hazardous crossing conditions for pedestrians.

Handicap ramp access – the trustees informed facilities about the ponding of water on the handicap ramp. This water can be 2 – 4" deep and in the cold weather this area can become solid ice. Facilities will look into this issue.

Main entrance doors – the director informed facilities that the front doors are dragging again making them difficult to close/open. Hanover door inspected the doors

for repair several years ago and informed the library director that they were at the end of life. They can't get parts or repair the existing doors.

3. **Approval of Minutes of February 23 & April 20, 2022 Meeting:**  
Mr. Caille made a motion to take accept the minutes of February 23 and April 20<sup>th</sup>. Mr. Marzelli seconded the motion; A roll call vote was taken all were in favor.
4. **Election of Officers:**  
Postponed to June meeting.
5. **Director's Report:**  
No questions.
6. **Announcements and Correspondence:**  
None.
7. **FY2022 Budget Update:**  
The library is on track to spend the entire operating budget. Approximately, \$40,000 of the appropriated salary budget will be returned to the general fund.
8. **FY2023 Budget Update:** None.
9. **Set date for next meeting June 22, 2022 at 4 p.m.**
10. **Adjourn:**  
  
Mr. Coyle made a motion to adjourn at 4:54 p.m. Mr. Caille seconded; a roll call vote was taken all were in favor.