

Wadleigh Memorial Library Trustees Meeting May 15, 2018

Present: Judy Gross, Chair; Kathy Parenti, Janet Hromjak, Sarah Philbrick, Jennifer O'Brien Trafficante, David Rysdam, Lynn Coakley (excused). Shirley Wilson (alternate) and Chris Costantino (alternate). Betsy Solon, WML Director and Mary Ann Shea (circ)

Regular Reports

1. Judy appointed Shirley as an acting trustee due to Lynn's excused absence
2. Minutes of the April meeting were unanimously approved on a motion by Shirley, seconded by Janet.
3. Treasurer's report presented
 - a. \$35 from the Building Fund jar were accepted unanimously on a motion by Sarah and seconded by Jen
 - b. Betsy added the appropriations report supplied by the town finance dept
4. Director's Report

STAFF NEWS

I attended the PRIMEX conference last week, the NHLTA Conference on Monday and the CAST sponsored "Suicide Awareness and Prevention" workshop on Wednesday. Mary Ann and Tiger will be taking a Paralibrarian course on Friday. We held a full staff meeting on May 3rd where Judy presented Mary Ann and Lou with their 25 years of service awards. Mary Ann recently completed a Makerbot Certification course for the 3-D printer and all three of our new notaries were sworn in last week, bringing the number of notaries available at the library from 2 to 5. Many thanks to Tina Philbrick for her assistance with the swearing in ceremony. In addition, Betsy is applying for a grant/acceptance for a program sponsored by Primex to create a positive workplace environment.

FACILITIES

Jeff continues to work on cleaning up the wall behind the circulation desk - a new coat of paint and removal of the clutter has really opened up the area. The time clock was removed and returned to Bruce. Outdoor cleanup has also begun - you may see piles of loam and crushed rock around the library grounds as Jeff begins some landscaping activities.

OTHER NEWS

Most of my own activities since the last meeting have been financial in nature:

- Lynn has been added as a signer on the library bank accounts
- I learned that the security deposits for the 2 rental properties were being held in an escrow account managed by the Town, so I completed the paperwork to have those funds returned to the Trustees. We expect a check to arrive very shortly.
- I submitted vouchers to the Trustees of the Trust Funds so that income on library related trusts would be turned over to the Library Trustees per NH RSAs. Those funds have been received and deposited into the Library checking account.

- I submitted a grant request for \$2,500 for the 2018 Summer Reading Program to the Development Fund – it was approved and the funds have been received
- I joined Lynn and Judy at the annual meeting of the Wadleigh Library Development Fund and participated in the request for funds for improving the parking lot area.

The Town is currently providing a Blood Pressure “Challenge” to all employees. We have a blood pressure cuff onsite which we have offered to share with anyone who wants to check their BP and are seeing lots of visitors from other departments! Yet another unusual library service!

Kim is working on a new website and has been able to acquire the URL: wadlib.org, so we may soon be able to shorten our email addresses!

One year ago we were introduced to the idea of becoming a USA Passport Acceptance Facility – my how far we’ve come! Over \$10,000 have come in through the program since January 1st – enabling us to make significant repairs and upgrades to the library.

5. Friends of the Library had a successful fundraiser.
6. Wadleigh Development Fund – Judy, Lynn and Betsy attended the WDF meeting. The members of the WDF are directing funds to support the cost for demolishing of the Annex and 29 Nashua Street buildings. Jen’s husband was approved as a new member of the WDF board.

Public Questions and Comments - none

Old Business

1. 39 Nashua Street Demo Project Update

Lynn and Betsy worked with the budget and with the funds from the Wadleigh Development Fund, were able to find the \$57,200 to do the demo. It will take 3-5 weeks for the contractor to get to the project. Betsy checked with Habitat for Humanity, who will take the newer appliances, but none of the doors etc. Eversource needs to be contacted about the telephone pole in the middle of the parking lot.

2. Building Project

The LETS (Library Expansion Task Squad) May 5 meeting minutes were included in the Trustee’s meeting packet. The members recommend that the Trustees repair, renovate and expand the current facility to meet the needs of the community. The LETS think that the cost of the project should be kept to 3M which should gain more support from the voters. Construction currently costs \$250/sqft, which would determine how much of the needed expansion we can afford. LETS has met the charge set for them by the Trustees in August 2017. The Trustees are pleased to accept the recommendation. Judy will write a letter of thanks to the LETS members and submit a copy of it as a Letter to the Editor in the Cabinet.

Next steps: *(in no particular order and pared down from 30+ minutes of discussion)*

- a. The Trustees will continue to move forward with the expectation to put a warrant article for the repair/renovate/ expand

- b. Betsy will contact Stibler, the interior space designers, to start Phase II which will involve Stibler bringing together a team to include an architect, construction manager and staff to develop a feasibility report. Phase II has already been contracted with Stibler. Betsy will determine from Stibler the composition of this team. The trustees feel that it is beneficial to continue with Ron Lamarre of Lavallee Brensinger, who has the background and boots-on-the-ground experience with this building project.
 - c. The Trustees would like Bill Parker, Bill Clark and Scott Cornett to be on this team, if they are willing to continue to assist the Trustees. In addition, Sarah, Jen, Shirley and Chris will be a part of this team.
 - d. We need to have a construction plan at the end of this Phase II to include in the CIP presentation for late summer.
3. CIP (Capital Improvement Program). The Trustees will present a packet for the CIP committee to consider. Shirley and Chris will work with Betsy to have a CIP packet for submission by May 30.
4. The Fountain project. AKA the Soldiers Memorial Light. Mary Ann presented historical information about the fountain. She discovered that Mrs. Lull specified in her will that the stones and the statue were the most important components of the fountain. The Trustees decided unanimously, on a motion by Janet, seconded by Jen, that the statue and memorial stones are to be replaced. The fountain works will be part of a future gift or project. Mary Ann will write an article for the Cabinet about the Soldier's Memorial Light and the stones, many of which are missing and perhaps in someone's home garden.
5. Library Policy Review. The trustees unanimously approved, on a motion by Shirley, seconded by David, to approve as amended, the Trustee Conflict of Interest Policy. Judy will reissue the email for Trustees to select a policy for review/ rewrite. Janet and David will work on the Food in the Library Policy.

New Business

1. Front steps and railing. Jeff Mackey, Facility Manager, received quotes to widen and replace the steps with pavers and the existing granite blocks. The Trustees unanimously approved a motion by Kathy, seconded by Shirley, to spend up to \$10,000 to fix the front steps and railing.
2. Betsy will contact the Bow Library Trustees. They will discuss their fundraising efforts that resulted in their new library. September, once we have a plan, seems like a good time to have them come.
3. Judy presented a Thank You letter from SHARE for the food donations from the library.

Meeting adjourned at 8:30. Next meeting is June 19.