

**Blake Memorial Library Board of Trustees
Meeting 12/3/19**

Attendance: Miranda Miller, Shirley Montagne, Sara Kingsbury, Greg Renner, Julia Anderson, Carl Demrow

Absent: Dina Dubois

Library Staff: Christiane, Director, Kimberly, Assistant Director

Guests: Laura Waterman

Start Time: 6:33

End Time: 8:41

Minutes

Approval of agenda as amended - Budget added; Dina Dubois added as trustee recommendation

Approval of new trustees.

Motion to approve Julia Anderson, Carl Demrow, Dina Dubois, Sara Kingsbury, and Greg Renner to the board. - Shirley

Second - Miranda

Approved

Nomination and approval of officers:

President - Miranda

Vice President - Sara

Treasurer - Shirley

Secretary Notetaker - Carl

Posting of Agendas Discussion of "approved" places

- Where are these places in Topsham?
- Corinth - Library, Town Hall, General Store

Will delay committee assignments of new board members until after renovation

Mini-Library Discussion

Overview of prior discussion: to have or not to have, where, when, and what?

Laura Waterman - guest - Presented case as to why having an alternate site for the library would be important - in keeping of spirit of community nature of the library

Q - what would you want to be there?

Computers, some books, and periodicals

Concerns -

Limited patron use already

Safety of computers and materials (damage, theft) - check with insurance policy

Setting up Networks, etc. for Internet and printing

Could we even put together a meaningful collection of books?

Would need a system for checking out books and returning them?

Staffing?

Ideas-

Theme-based children's book collection

Movers arriving - between Christmas and New Years

If we had a mini-library, what would it have?

2 laptops

1 laptop set up for check-in/out and staff work

Printer

Selection of Books: adult, young adult, children's

Periodicals

Greg - Move to approve having a mini-library at the church while we are closed.

Julia - Second

For - 4

Against - 2

Motion passes

Questions

Insurance - protection of library property - does ours protect it or would the church's

Open Hours - Weds 3-6, Thurs (story hour only) 9-12 - 6 hours

Motion to staff mini-library Weds 3-6, Thursday 9-12 and have 2 patron-use computers, staff computer, printer, cart with selection of books and periodicals to be chosen by Library Director.

Shirley - motion , second - Carl

Motion passes

Director's Report

Motion to accept - Greg

Second - Julia

Motion Passes

Treasurer's Report

Motion to accept - Carl

Second - Greg

Motion Passes

Renovation Report

We received a Federal Grant for \$75,000 for accessibility

Town is guarantor

Removal of Asbestos Tiles in Furnace Room - 4 companies recommended by Brad Wheeler and Jay White

Levaggi Environmental Contracting - Morrisville submitted quote of \$4,575

Move to accept quote and hire Levaggi Environmental Contracting for asbestos removal - Greg

Second - Carl

Motion passes

Christiane proposed dates with one library open day closure - Dec 17+18

Bids for Renovation - received 3

Motion to accept bid from LaJeunesse

Move - Greg

Second - Shirley

Motion passes

Jay - construction manager

Shirley - project manager

Christiane - Clerk of the Works

There will be a cash flow issue

Request to either

1. Get a line of credit to cover difference at Wells River
2. Draw off Northeast funds (currently has a 5% return)
3. Cash in savings bonds early

Motion to get a line of credit from Wells River Savings Bank not to exceed \$150,000 to cover any renovation expenses.

Greg - Motion

Shirley - Second
Motion passes

Interior Design Committee

Report discussed
Budget of up to \$13,000

Call for new members

New Members to join Committee - Julia and Miranda

Committee Reports

Buildings and Grounds
Personnel
Technology

Motion to approve as amended - Shirley and Carl
Second - Greg
Motion passes

Budget for 2020

Motion to approve annual budget as proposed - Greg
Second - Shirley
Motion passes

Motion to Adjourn -Shirley, Second - Carl, Motion Passes

Meeting adjourned at 8:41pm