

## **Library Trustees Meeting Minutes**

Wednesday, August 12, 2020

### **Attendance and Additions to Agenda**

Members Present: Jim Fowler, Maureen Spilsbury, Judi Baraly, Marie Weller, Becky Bailey & Jen Haynes (Director)

Absent: Shannon Glidden, Anne Williams

### **A. Minutes, June and July 2020**

Minutes from the June meeting were reviewed. Marie motioned to approve. Maureen seconded. Motion Passed. Minutes from special meeting in July were reviewed. Maureen motioned to approve. Marie Seconded. Motion Passed.

### **B. Standing Reports:**

#### **1. Treasurer's Report:**

- Not much has changed, recently made a deposit from the Vanguard payment
- Debit Account – Library made some purchases (Books, supplies, and printer)
- 3 Edward Jones accounts reviewed
- Edward Jones still not doing in person meetings, hopefully rep will be at September meeting
- Don Kinson – son of Eloise Kinson, who is one of the original trust fund accounts, – recently passed. It was said in lieu of flowers and such, donations could be made to the Library. Beginning to receive donations. These will be sent to Edward Jones to be put into that account.
- Cards will be made out for those who donated, and Becky will sign and mail
- Becky motioned to accept. Marie seconded. Motion Passed.

#### **2. Director's Report**

- As of July 30<sup>th</sup>, library has been open to the public. So far, everything has gone very well.
- Summer reading and craft hour going well. These are take home bags and about 24 children participating each week.
- Books will be given away at the end of the program
- Outside Grafton Museum has been fairly successful.
- Have run into issues with internet. Jen has been communicating with Comcast and the town tech guy. In order to make it all come together, Comcast would come to set up the high-speed internet, then the town person would set up the connections and the rest. This would require using \$1000 from the tech fund to install the WiFi.
- This would need to be discussed with the Select Board. Jim and Jen will bring info. to share with them and see what the thoughts are at that point.

**C. Old Business:**

**1. Opening Policy Phase 4**

- Opening is going well, not ready to open more yet
- No issues with computers – only a few people have come in for them

**2. Building Update**

- We are officially at halfway according to Jeff – Judi let LCHIP know that
- Only doing inspections in pairs now and using masks – they will be meeting with Jeff and looking at the building
- Roofing (gutters/downspouts) roughly \$10,500 – will need to be approved by LCHIP
- Still right on schedule – completion for Spring 2021

**3. AC**

- Have a quote for the downstairs AC (heat and ac) \$5400
- Waiting for Liberty Utilities to come to look at old units as it is being considered an upgrade
- If they do the split units – they can get rid of the AC units in the attic
- Can investigate matching grant to update air conditioning – need 3 quotes which will then be brought to the Select Board. As it is a matching grant, Select Board or town would need to match it. Jen will work on getting the 3 estimates.
- Jim will talk to Jessica and let her know that we want to take care of the air conditioning on our library floor. Or see if the town is going to do the whole building.

**D. New Business:**

**1. Lawn – Light Posts – Etc.**

- Jim would like to bring in a landscaper (Rob Barry) to provide an estimate to grate the front lawn so that water is drawn away from the building, fix lawn around building, redo Edna's garden, and update light posts (which are here – matches to the ones on Main St.). Possibly see about the railing being updated to the appropriate height.
- This would also include 2 plastic picnic tables and 3 Adirondack chairs. With improved WiFi and lighting, it would be a nice place for patrons to be.
- Possibly add split level fence around corner of back lawn or some kind of barrier

**E. Adjournment:** Motion to adjourn was made by Becky, Marie seconded. Motion Passed. The meeting adjourned at 5:22.

**Next Business Meeting:** Wednesday, September 9, 2020      Minutes Submitted by Becky Bailey