**John Allen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bob Thompson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bill Lockard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Old Library Management Committee & Old Library Trust Meeting**

September 10, 2015

Present: John Allen, Chairman; Bob Thompson and Bill Lockard, Selectmen

Town Office Administrator Julie Atwell, Town Administrative Assistant Julie Hoyt, Margie Furlong, Susan May, Mary Howe, Joan Aubrey, Alicia Hawkes, Ellie Spears, Cal Minton, Marilyn Rodes and Peter Malia

Bob Thompson called the meeting to order at 4:03 p.m., (John Allen joined the meeting late).

Bob Thompson opened the meeting by stating that there needs to be some clarification of the roles and responsibilities between the Old Library Trust (OLT) and the Old Library Management Committee (OLMC). An agenda was handed out with several attachments: OLT Articles of Agreement, Old Library Guidelines and Fee Schedule, a June 2014 e-mail written by Joan Aubrey, and a February 16, 2011 Memo written by Warren Schomaker. The agenda and those documents shall be attached to and made part of these minutes.

1. **Function of the Old Library Trust** 
   1. Roles and Responsibilities

Peter Malia dealt with these organizations last year when the Town negotiated a Land Use Agreement with the Protestant Chapel Association. Attorney Malia is of the opinion that, based on the Articles of Agreement for the OLT, the role of the OLT is primarily to raise funds. Joan Aubrey also expressed the same thing, that the OLT was set up so that tax free donations could be made and the money raised could be spent on small items to improve the Old Library, since at this time the town did not have any money budgeted for the Old Library other than for utility expenses. See Joan’s June 2014 e-mail, which Attorney Malia felt accurately summarized the relationship between the organizations and the Town.

* 1. How they interact with the OLMC

Many members of the OLT are the same as the members of the OLMC but Peter did not think that would be an issue. The OLMC should work together with the OLT to identify needs and discuss funding. Joan Aubrey pointed out that the OLT does not get a significant amount of donations so the OLT would only be able to purchase things such as chairs or flowers or other smaller priced items. Larger more expensive things that are needed for the Old Library will have to be acquired through warrant articles.

* 1. How they interact with the Selectmen

The OLT does not necessarily have any direct involvement with the Board of Selectmen. The OLT works with the Old Library Management Committee who then in turn work with the Selectmen.

1. **Function of the Old Library Management Committee** 
   1. Roles and Responsibilities

The OLMC was initially set up as a selectmen appointed committee to help manage the building and its use. The OLMC stopped meeting because all of the member’s terms ended at the same time. The OLMC was reformed when the town and the church updated their land use agreement in 2014. One responsibility of the OLMC, as of tonight, will be to create a budget that will be presented to the selectmen at our annual budget hearing. This will establish line items in the operating budget for expenses (other than utilities which the town has always paid.) The invoices will come to the town office and will be approved by one of the two co-chairs. The OLMC will continue to oversee the rental of the property, and rental applications will still come through the town office. Donations will be given to the OLT and rental fees will come to the town office. Any money that will be needed outside the budgeted amount will have to come from either the OLT or from warrant articles. The selectmen would also like to have the OLMC add future expenses to the town capital improvement plan, so that future expenses can be planned for.

* 1. How they interact with the OLT

The OLMC should work together with the OLT to identify needs and discuss funding, in particular for some of the smaller improvements for the Old Library.

* 1. How they interact with the Selectmen

The OLMC will periodically come to the Selectmen’s meetings to give updates on the property and its uses. For any larger preservation, the OLMC will have a liaison available from the Board of Selectmen to help over the course of the project. Susan May said that the bathroom renovation should have also included other repairs, such as the entry ramp, which did not get done so the project did not meet her expectations, however none of these expectations were written down or formally agreed upon. Everyone decided that future projects should have a contract. Bob Thompson said that the next time they enter into a larger project the liaison could get involved and be an advocate for the OLMC.

Having a line item in the operating budget for maintenance expenses will allow the OLMC to provide for the upkeep necessary for operating the building. The OLMC will now be able to work within the town budget, the OLT can focus on raising funds, and the Old Library will function as other town owned buildings.

There being no further business, the meeting was adjourned at 4:45 p.m.

Respectfully submitted by:

*Julie Atwell*

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