**OLD LIBRARY MANAGEMENT COMMITTEE**

**Minutes August 2, 2015**

Attending: Marilyn Rodes, Margie Furlong, Alicia Hawkes, Kathryn Karlsson

Absent: Mary Howe

* 1. No minutes were received from the last meeting. We do need a job description for the various committee roles and for new members.
* 2. A vacuum cleaner has been purchased and will be stored in the bathroom of the Old Library.
* 3. Discussion around encouraging “regular users”, e.g. Bridge Club , French Club, who use the building once a week to make a donation to the maintenance fund. They are probably unaware of the costs associated with building usage. Many one-time or one-week users donate to OL Fund, and we are very grateful to them. A token per person use fee was discussed to offset expenses incurred regularly.
* 4. The outer storm/screen door needs maintenance work. Discussion about using the current door with painting and with a replacement glass, winter screen; OR, buying a new, green, metal door with built-in, interchangeable summer and winter screens. Prices will be checked with Michael Weeder and on line, and locally by Margie.
* 5. Regular cleaning has still not been scheduled via the Town Offices. Must get this started on a regular basis as there is more usage of the building now. This item lead to discussion of the need for groups to take out their trash after using the building, particularly bathroom trash. Also to check the bathroom sink, flush the toilet, etc. General standard of cleanliness. Alicia will make a draft list of guidelines of things to check when exiting the building.
* 6. The Entrance ramp is a hazard. It needs to be replaced and we will inquire about standards to be compliant with access to town buildings, and costs.
* 7. There are 2 wires which need to either be removed or placed in an underground conduit. We believe that Time/Warner must remove one of them, and Fair Point is responsible for the other. We do not need computer cable access in the building any longer. Margie will discuss this with Julie Atwood in the town office. (and Mike Weeder)
* 8. We read and edited Alicia’s fund-raising letter. Due out Sept/Oct/Nov
* 9. Discuss Landscaping at next meeting. Submitted: Kathryn Karlsson