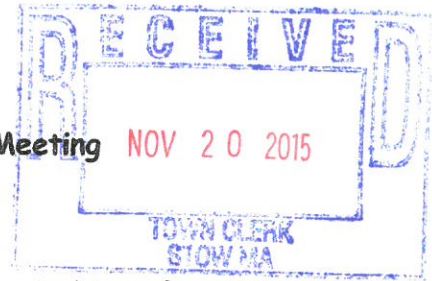


Minutes for Randall Library Trustees Meeting
August 12, 2015
Randall Library



Present: Marianne Sharin (chair), Bob Katz, Rick Lent, Tim Reed and Melissa Fournier (Director).

Absent: Ed Grund, Barbie Wolfenden, Kathy O'Brien

Marianne called the meeting to order at 7:32 p.m.

Secretary's Report: July 22nd minutes were accepted.

Reports:

- **Director's Report:** Melissa reviewed her monthly report and Meeting with the Historical Commission on 8/6/2015 and the CPC on 8/10/2015 to submit/discuss the submission of the library's application for funding from the CPC for the "Randall Library 2nd Floor Restoration".
- **Treasurer's report.** Tim presented a report needed for the town.
 - o Action: Bob and Tim to meet to create a better form/presentation for our planning decisions.
 - o Motion to accept report made by Marianne, seconded by Bob. Approved (unanimous)
- **Facility/building update:** Melissa explained the progress on the air conditioning repairs as developed with the town.
 - o Lighting has been upgraded.
 - o With help from a group of teenagers, Melissa completed painting project, including the upgrading of the bathrooms.
 - o All toilets are now functional.
 - o Sinks and countertops are next to be upgraded.
 - o Still to be addressed are locks on upstairs doors. Doors may need to be refurbished, perhaps. Also lighting upgrades.
- **Library survey:** Feedback has been received on recent draft. Tim: item lettering could be simplified. Bob raised ideas for processing of data using Google utilities and need for consistency between paper and electronic versions. The paper version should also include a link to the digital. Introductory paragraph may need one more revision.
 - o Rick to simplify the survey introduction and return to Marianne.
- **Funding timeline for state grant:** Tim outlined process. When the previous architect was hired, they were able to work from past projects to build a program for the initial approval to get into state grant (square footage and cost). Convincing the town was the next step.
 - o Melissa: Official round of next grants to be in spring of 2016.
 - o Key question: Do we build on this site or new site? Need temperature of town.
 - o Need to discuss needs and costs with consultant.
 - o Do we need to go out for bid? Melissa is unsure. But if it is under a certain amount of money, that may not be necessary.
 - o Tim to talk with Bill re. the funds that were mentioned as set aside (under \$10k to keep it aside from an RFP)
 - o Moving forward with consultant: several board members to talk to consultant on phone to address questions
- **Request for new Library committee to Selectman:** Marianne to talk to Selectman re composition of new Library Building Committee (RLBC). Looking for a range of people to comprise a committee of 8-9.
- **Correspondence:** Marianne explained her searching for the numbers being questioned. Source of several numbers have yet to be clarified.
 - o Next step; Marianne to draft a letter and check numbers with Tim and Melissa.

Action Items from Meeting:

1. Tim to talk with Bill regarding money for consultant for Grant writing.
2. Bob & Tim to review the Reporting of Investments and update documents as needed for future reporting.
3. Obtain quotes for sink and countertop replacement in bathrooms for warrant article in Spring.
4. Rick to simplify Survey Introduction and return to Marianne

5. Some members of the board will talk with library consultant.

Bob moved to adjourn at 9:12. Tim seconded.. It was unanimously approved.

Meeting adjourned at 9:12

Next meeting is Wednesday, September 9 at 7:30

Respectfully submitted,

M. Shae
R. H. H.