

Library Trustee's Meeting
April 25, 2023, 7:30 pm via Zoom

In Attendance: Jacquelin Apsler (Chair); Barbara Myles, Director; Peter Sugar; Ray Shepard; Lucy Maulsby; Indrani Kharbanda, Melissa Roderick, Assistant Director

Absent: Ron Chester

1. Librarian's Report

- a. **Kudos:** Bobbie gave kudos to herself for her almost 20 years of work at the library. The trustees praised her for the good things that happened during her tenure including good programs and the good work the staff did during the pandemic.

2. Bookkeeper Hiring Update

There were 19 applicants for this position but only seven applicants had bookkeeping experience. Two people were interviewed. The first person did not want to work 20 hours per week and wanted to know if we could reduce the number of hours. We could not so she did not want to be considered for the job. Melissa interviewed the second person, Joanne Pagounes, by herself because Bobbie was out sick. The interview went well so Melissa checked her references. They were all glowing, so Melissa made a job offer to Joanne and she accepted the position. Her start date is May 8.

3. No Mow May

Melissa contacted the Parks and Recreation Department, about no mow May and was told that the Town is not opting into no mow May. They are concerned that letting the grass grow high is a problem for sight lines at town buildings.. The Town thinks that no mow May is best for residential properties. It was agreed that the library can support no mow May by advertising this initiative at the library, and having book displays about bees and pollinator gardens, for example.

After hearing Melissa's information about no mow May, the Trustees wondered about the oak tree project that was approved at their March meeting. Melissa reported that she asked about this project and was told that the leaf blower crews will be informed about the oak tree project

4. Website Design – Update

Work on the new website is progressing. Staff are meeting weekly with Compete Now. At the last meeting, they looked at how the new website will look on mobile phones. Melissa expects the new website to be up in about a month. Compete Now will give training to staff about how to update the webpages.

5. Capital Projects Update

- a. Parapet Project Disks: The disks were installed, and the scaffolding was removed. Peter has asked Michael Louis, the project engineer from Simpson Gumpertz and Heger, about the efflorescence on the bricks. Michael will compare photos of before the parapet project began and after the scaffolding was removed to see if there is more efflorescence now than before the project. Peter is concerned that water may have gotten behind the bricks during construction.
- b. Patio Replacement: Naomi Cottrell, the landscape architect from Crowley Cottrell, was on vacation last week and we have not yet received the plans and specifications for this project.
- c. Chimney Leak: Michael Louis has finished the design narrative for this project, and we are ready to go out to bid.

6. 5-year Capital Plan for CapCom

Our capital project for FY2025 is the design phase of the boiler replacement project. Jeff White from

Northeast Engineering and Commissioning Services is the engineer for this project. His price proposal included a study that will consider three replacement options: natural gas fired boiler, ground source heat pumps, and an electric boiler. The study will recommend one of the three options, but we do not know now what the recommended option will be so we do not know how much it will cost to make the construction documents. Jeff included a price for making construction documents for each of the options. It was agreed to use the amount of the highest priced design option in the 5-year plan so we will have enough money to move forward with any of the design options. Peter will ask Jeff about this plan and see what he says. He will email the board about what Jeff recommends. Melissa will use this information to write the 5-year capital plan in time for the April 28 deadline.

7. Friends of the Library Update

Melissa reported that most of the April Friends meeting was spent discussing their initiative about being a presence at Town events. They especially want to attend events where there are people who are not familiar with the Friends.

8. Community Center Building Committee Liaison – Indrani Kharbanda

Indrani reported that the CCBC is reviewing findings from surveys sent to stakeholders like the Council on Aging & Human Services Department, LEAP, and the Parks and Recreation Department. There is an open forum tonight and a meeting tomorrow to find out what people want for the new Community Center.

9. Finance Report – Bobbie

The finance report ending March 31 shows that we are 75% through the fiscal year and we have spent 71% of the budget. We are a bit behind on book spending with 68% of the book line item spent through March. A new water bottle filling station replaced the water fountain and the Friends donated \$1,000 towards this expense.

10. Approve Minutes for March

There was a motion made by Peter to approve the minutes from the March 30. The motion was seconded by Indrani. A roll call vote was taken:

Yes: 5 No: 0

The vote was unanimous, and the minutes were accepted.

11. Director Hiring Process Update

Second interviews with the candidates will take place next week.

12. Adjournment

Lucy moved to adjourn. Peter seconded the motion. A roll call vote was taken.

Yes: 5 No: 0

The motion to adjourn passed unanimously.

The meeting adjourned at 8:21 pm.

Respectfully submitted,
Barbara Myles