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Mr. Daniel Hall  
Mr. James Lemay  
Ms. Eileen MacDougall  
Mr. Jeff Nussbaum  
Mr. Donald Pearson  
Ms. Kathleen Reynolds  
In Emeritus  
Ms. Anne Buzzell

## Board of Library Trustees

### **Board of Library Trustees Minutes Tuesday, December 18, 2018**

Present: Trustees Jeff Nussbaum, Eileen MacDougall, Dan Hall, Kathleen Reynolds, Jim Lemay; Library Director Tina Stewart, Administrative Assistant Gloria Corcoran.  
Absent: Don Pearson

The meeting was called to order at 7:00 pm.

#### **Minutes and Financial Report and Monthly Statistics**

Eileen MacDougall made a motion to accept the minutes of November 20, 2018, seconded by Dan Hall. Motion passed with an abstention from Kathleen Reynolds and Jim Lemay.

Jim Lemay made a motion to accept the Financial Report and Circulation Statistics of November 2018, seconded by Kathleen Reynolds, motion passed.

#### **Directors Report**

Mrs. Stewart reviewed her written report. She noted that the Conservation Commission was unable to vote on the Notice of Intent for the outdoor seating proposal on December 5 due to lack of a quorum since Don Pearson, a member of the Conservation Commission and a Library Trustee recused himself. Mrs. Stewart will attend the next Conservation Commission meeting on January 2

Mrs. Stewart confirmed the names of the members of the Strategic Planning Committee. The first meeting is January 29.

Mrs. Stewart reviewed the library's FY20 Budget request that was submitted to the Town Manager. The personnel figures have not been finalized by the Town Accountant's office yet due to Town Hall vacancies.

#### **Old Business**

The Trustees received a copy of the Library Feasibility Report prior to the meeting. Andy Barr from Russo-Barr Associates was present at the meeting to present the study findings. Although it is feasible to add a room on the second floor in the rear of the building, the cost would be approximately \$760,000 which is well beyond the \$386,000 available in the Barbara Johnson Trust. Building code requirements added to the cost of this addition.

It is feasible and affordable to create a 100 square foot room by filling in the front stairwell leading to the Children's Room. This space could be used for quiet study, one on one Tech Help, or a meeting of two to four people. The cost would be \$50,000 to \$75,000.

Mr. Barr also presented a cost estimate on adding a room on the first floor in the rear of the building. The estimated cost for this project is between \$392,000 and \$492,500 depending on whether we would be required to fire sprinkle the entire building. The underground tank in this area would have to be removed before proceeding with any construction.

Mr. Barr also presented a cost estimate for adding walls to create a private office in the circulation area. The cost estimate would be \$20,000 to \$30,000.

The Trustees asked questions and discussed various scenarios for use of the room and whether there were other funding sources to make up the cost differences for a possible first floor addition.

### **Trustees Comments**

Dan Hall and Eileen MacDougall noted that they are pleased with the response to the Current Affairs Discussion program facilitated by Dan Hall. The next program is Wednesday, December 19.

A motion to adjourn was made by Eileen MacDougall at 8:30 pm, seconded by Kathleen Reynolds.

Next meeting: January 15, 7 pm, Banda Room, Library

Submitted by,

*Gloria Corcoran*

Gloria Corcoran

Administrative Assistant

Distributed at meeting: Monthly statistics, November Budget Report