

Library Trustees Board Meeting

September 12, 2016



Present: Kristian Connolly, Sarah Despina, Diane Kreis, Anne Hatch, Erik Volk, Alissa Smith, Mary Grant (Selectboard)

- Meeting started at 7:05 PM
- **Agenda Additions**
 - Alissa added to add vote for new Paypal Bank Account to agenda
 - Alissa added Financial Report/CD Rollover to agenda
 - Anne added TOPS donation question to agenda
 - Anne added book sales signup to agenda
- **Secretary's Minutes**
 - Alissa motioned to approve last month's minutes and Diane seconded. Motion passed.
- **Building Status/Rural Edge (Mary's report)**
 - Mary indicated that communication has been going back and forth between our attorney and Rural Edge indicating that the issue must be resolved soon and a proposal must be solidified by October 1 as we will need to budget accordingly. Our attorney plans to start proceedings if Rural Edge does not respond by October 1.
 - The Selectboard's view is that the Library building will come back to the town and that our documentation proves a \$50K loan was given to Rural Edge.
 - Town is not interested in being a landlord and renting out the apartments in the building and feel the space would be better used for offices, storage, etc. However, the Town would not immediately plan to initiate eviction proceedings for the current residents and would attempt to work with residents to reach the long term goal of revamping the apartment space.
 - Rural Edge had provided an estimate of the maintenance costs to maintain the building. However, the budget provided made little sense to the Selectboard and others who reviewed it.
 - The Selectboard is going to contact utilities, building maintenance providers, etc. to determine more realistic figures for yearly maintenance when we take ownership. The Library can prepare its regular budget and the Selectboard will provide additional figures to augment that budget should the property transfer occur as desired.
 - Although it is strongly believed that the building should revert to the town at no additional cost, if the building is to be purchased, this would need to go to the voters to approve.
 - Our lease expires on December 31 and if the issue is not resolved prior to that, we will move to a month-to-month lease arrangement. There is danger they could increase our rent if that occurs but there are legal avenues we can pursue if this occurs.
 - It is unclear at this juncture what property amenities the Library would own when the property reverts to the town such as number of parking spaces. This would be part of the negotiation between the town and Rural Edge.
 - Maintenance fees for the town ownership of the building would be added into the regular budget which would be a separate vote from any vote for funds to purchase the building (although again it is strongly believed the building should revert at no cost to the town.)
 - Monthly fees for maintenance of the building will of course rise with ownership. Although the Library will no longer be paying rent, it will now need to pay for utilities and repairs which are now covered in

the rent. However, the Library does need to think about capital expenses and should project what possible capital expenses might be required over the next ten years with the expectation that the town will own the building.

- Mary expressed her view that the Town must hire a maintenance person to assist with issues in the Library building as well as other Town properties.
- The Selectboard is also actively engaged in identifying and securing grant funds to assist with charges incurred with ownership of the Library.

- **CEDC Plan**

- The Trustees brainstormed and came up with an initial list of possible capital improvements that would be needed for the Library
 - Outdoor Painting
 - Roof
 - Computers
 - Elevator & Maintenance
 - Back walkway
 - Landscaping
 - Plumbing
 - Heating Repair
 - Boiler
 - Water Heater
 - Inside Painting
 - Front Porch Repair
 - Outside steps
 - Furniture
 - Audio/visual space
 - Stairs/access points for other portion of rebuilding
 - Apartments renovated, paint, etc.
 - Internet upgrade
- All trustees will send an initial estimate of the items above to Sarah who will determine an average amount to be presented to the Selectboard by Erik

- **10th Year Anniversary**

- Much discussion about how to commemorate our 10 year anniversary and what would be included/
- Final determination was that we will have the event on October 1 in conjunction with the book sale while people are there for the parade.
- A commemoration ceremony for those major donors who are still in town or are visiting will be held on October 1 at 11 AM.
- Erik and Sarah will march in parade with a banner and handout bookmarks with candy attached to commemorate the anniversary. After the parade the banner will be hung in the entryway of the Library for the coming year.

- **CD Rollover**

- Alissa requested a vote on rolling over the CD which has reached its maturation date. We would keep it the same but renew its term. Kristian motioned to do so, Diane seconded and the motion passed.

- **Annual Appeal**

- Anne has set up a Mailchimp account to facilitate and track email communication including the email Annual Appeal message.

- We will only send one email and will not send a follow up email so as not to irritate people although we will remind them in the message that they may also receive a physical email request.
- We will process payments through Paypal but as previously reported Lisa has requested we set up a new bank account to link Paypal with. Alissa made the motion to create the new bank account. Erik seconded it and the motion passed.
- The target date for the email is September 26. Physical mail target date is 2 weeks after email request is sent out.
- **Internet Upgrade**
 - Alissa reported that the Town did upgrade to Charter but their costs have doubled and they still are going through Fairpoint for phone service. Library will probably remain as it is but can plan for internet upgrade in the capital budget.
- **Budget Committee**
 - It is time to start working on the budget which is usually due November 1. Alissa, Kristian and Anne will be the committee.
- **TOPS Donation]**
 - Anne asked for clarification as to whether the donation from TOPS for use of our meeting room should go to Friends or Operational Account. It was decided that these funds should go into the Operational Account. Anne will make arrangements to get a check from Friends so that the monies are correctly deposited.
- **Modern Woodsmen Deposit**
 - The status of the deposit of Modern Woodsmen check from Yard Sale Extravaganza was discussed as the deposit had not been confirmed. Kristian indicated he had seen the physical check and during the meeting Anne found record of the deposit. Alissa will confirm.
- **Frozen Pipe Issue**
 - Kristian has not heard back after last communication with Rural Edge
- Meeting adjourned at 9:00 PM

Action Items

Erik	Will attend CEDC meeting to present capital figures on October 1.
Erik	Provide sample of possible banner markup and order banner
Erik	Will check on Mr. Glovers' Groton books with historical society
Everyone	Provide any additional Capital Budget items to Sarah along with their ballpark estimate on cost.
Kristian	Will check with Friends to assure it is OK to have Open House during Book Sale
Kristian	Will email graphic for banner to Erik
Kristian/Erik/Anne	Complete Librarian Evaluation forms by Friday
Sarah/Diane	Average amounts of submitted capital amounts and provide to Erik (and other trustees)
Sarah/Erik	Will march in parade for Library with banner