

Jacob Edwards Library

Minutes of Special Meeting October 15, 2015

The Library Trustee meeting of October 15, 2015 began at 4:10 pm., in the Pioppi Room. Present at the meeting were Trustees Gary Bridgman, Jessica Jimenez, Robin Weber, Mel Blake, Beth Cournoyer, Maureen Gullekson and Dick Whitney, who chaired the meeting. Library Director Margaret Morrissey and Town Manager Ron San Angelo were also present. Beth Cournoyer recorded the minutes.

Dick Whitney, Chairman provided an overview of the area of responsibility of the Board of Trustees and described its oversight in relation to the trust funds.

Gary Bridgman, Finance Director (of the Board) provided the following overview of the various funds relating to the library

Fund 1 - US Trust/Bank of America:

The fund is approximately \$1.8 million. The board is authorized to use the income interest of approximately \$50,000 to \$60,000 each year. Of this, \$40,000 is provided for books and materials to the library annually. In the centenary year (2014-2015), approximately \$20,000 additional funds were used to support events in celebration of this milestone.

Fund 2 – Endowment/Bartholomew:

The fund is approximately \$1 million. It is comprised of various bequests and the trustees sometimes use the principal.

Fund 3 – JEL Capital:

This is the money remaining from the 1998-2000 renovation project. It is approximately \$50,000.

Fund 4 – Town Capital:

There are two capital projects that have been approved for funding by the town council

1. Ceiling/Retaining wall/Parking Lot - \$90,000.
In June 2014 two sample sections of the ceiling were repaired and repainted \$4,600 and the fund is now \$85,400
2. Façade re-pointing of the original Main Street structure - \$41,600.

The Town Manager stated that Bertin Engineering has been asked to survey the whole roof area, as there is some disagreement in how to repair the roof. The Town Manager has requested this review as the building is over 100 years old and wants assurance that the roof has structural

integrity. A scope of services will be developed. If the project is under \$35,000, three quotes will be requested and the lowest bidder who meets the criteria, will be selected. The ceiling project is challenging and costly. The existing paint needs to be removed and start from the beginning.

Fund 5 – State Aid:

Money provided to the community for the benefit of the library.

An energy audit has been conducted (10/6) by Energy Conservation and it is hoped that there will be significant energy savings

The Library Director indicated that a lot of time has been spent on building issues in the past eight years. The operating budget does not provide enough money to cover the maintenance of the facility. Upgrade are needed - security cameras are one example of a possible upgrade

Maureen Gullekson asked a question of clarification of Ron San Angelo as to how to determine what is custodial work and what would be outside the purview of the janitor. An example was given of painting and affirmation was given that this was part of the custodial duties.

Robin Weber, Vice Chairperson expressed concern about the safety in the building. She would like to see a police presence. The Town Manager responded that the Police Department is short staffed, at this time.

The meeting ended at 5:01 pm. The next meeting is on Tuesday, October 27 at noon in the Mills Room.

Approved 11/24/2015