



MINUTES OF THE Manchester Public Library Trustee Board

Meeting Date : Feb 18, 2021

Call to Order : 1:00pm

PLACE :

<https://us02web.zoom.us/j/81832083134?pwd=ZGxWd3I3ellhL09vMjFNQjM3Y0VQdz09>

Meeting ID: 818 3208 3134

Password: 640761

Dial by Phone: +1 929 205 6099 US

PRESENT : Ric, David, Dot, Sara

OBSERVERS: Becky Baun, President of the Friends

- **Approved previous minutes of** : Jan 14, 2021, unanimously approved.
- **Directors Report** - review/discussion – Accepted.
- **Old Business (updates on past projects, activities)**

Open Meeting Law discussion. Trustees noted the acceptable topics two trustees (a quorum) could discuss outside of an open meeting, namely information gathering and availability for a meeting. In the event of a larger trustee project the board can meet more often as needed. A monthly meeting is the minimum schedule.

- I. Building updates including HVAC, Heating, clock : February headaches, bathrooms are non-functioning, still no heat in the Children's Room. Nate Desrosiers, Facilities manager, has called in a roto-router type service. Let's hope it's not too serious. The heating coil in the CR is more serious, possibly a \$16-\$28k for a new system. Discussion around the problem, the HVAC was installed in the CR in 2012, is unbalanced between the inside and outside compressors. How to pay for the emergency? Possibly asking the fin com to declare it an emergency and asking for reserve funds. Nate is continuing to work with Sara on estimates, proposals.

The roof: A contractor contacted Nate re the roof and possible leaks, flashing problems. He has not followed up. Sara has not seen evidence of leaks herself.

Pests: the exterminator has noted evidence of bats.

Tower Clock: Steve Mitchell has cancelled out 2 appointments because of the weather.

- II. COVID updates re: Collection, Building, Service, Staffing. Sara is dealing with Covid exposures among the staff and contact tracing on a weekly basis. This results in staffing issues.

Services: State Covid measures are at the green level for community risk assessment. Thus, our target date for returning to in-house browsing is early March, approximately 4 weeks of maintaining a green level.

- III. Budget-Local, State Aid, Capital item(s) Our operating budget for the next fiscal year received a green light from fin com and BOS. Capital projects budgets will be discussed at BOS meeting tonight. The library has 2 projects in mind: An ADA bathroom, at Greg's request for all town



buildings to have an ADA restroom. Unfortunately, the town did not receive the ADA grant for the project. The \$40,000 placeholder is deemed insufficient for any kind of new, ADA restroom. The 2nd project the library has in mind (coming from the Strategic Plan, 2019), is renovating the Reference Room to be flexible in light of changing technology and post Covid need for more spacing among people. SOLUTION: \$40,000 would be sufficient for a design study for both ADA restroom and Reference Room.

- IV. Friends of Library update : the Friends board continues to discuss our wishlist. They have decided against holding the annual booksale at the Festival BTS (whether or not the Festival will be held) and instead they will hold several smaller booksales on the lawn. The annual meeting in May will be via Zoom. They have a couple leads for a local author. Reminder that the Friends/the library are not accepting donations until further notice. Becky is moving ahead interviewing landscapers for the grounds project under request from CPA grants. The \$5,000 earmarked for grounds lighting still needs finalization. Trustees will meet with an outdoor lighting firm to get a better idea on what's involved and what the costs are.
- V. Tech updates : no updates
- VI. Intern/volunteers : Sara is happy to announce a new library intern from Simmons, Maddie Willwerth, we are sure she has local connections. Fresh insights from library school students are always welcome.

- **Ongoing Business (current projects and/or activities)**
- **New Business (current projects and/or activities)**

In conjunction with the exterior lighting project discussion, in case we have underestimated the costs, the board is reminded of the 5-year capital fund raiser the trustees have conducted on the Quinquennial of the library's establishment, 1887-2022 for the 135th anniversary.

- **Set Next Trustee Meeting** - goal is 3rd Thurs of the month. Next meeting will be March 25 at 11am.
- **Adjourned** –

Respectfully submitted by Dorothy Sieradzki