

Town of Greenfield, NH

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Library Minutes 12/07/2016

APPROVED MINUTES

STEPHENSON MEMORIAL LIBRARY TRUSTEES MEETING

WEDNESDAY, DECEMBER 7, 2016

PRESENT: Bruce Dodge, Mary Ann Grant, Ray Cilley, Neal Brown, Jamie Bascom, Julie Perrin.

GUESTS: Janice Pack, Bob Marshall.

The minutes were recorded by Patricia LaPree

6:30 PM – The meeting was called to order at this time by Chairman Dodge.

Bruce introduced Janice Pack, the new clerical staff for the Trustees. She will replace Pat LaPree who has resigned after 6 years of service to the Board.

Bruce also appointed Mary Ann Grant as a voting member until Jami arrives to the meeting tonight.

Review of the minutes for the November 2, 2016 meeting:

Ray submitted a rewrite of lines 38 to 43 to clarify the information therein.

The motion was made by Bruce to accept the minutes as amended and it was seconded by Neal. The vote was 3-0 in the affirmative to accept the minutes as amended. **ACTION: Pat will amend the minutes and have them posted to the Town website.**

6:38 – Treasurer Report:

Mary Ann provided the Trustees with the monthly and year to date expenditures from the Library checking account and the Town budget. MaryAnn noted that 84% of the Town budget has been expended as of December 7, 2016. She reported that there were revenues from rental of the Wensberg Room and the annual Givers dues. There was a brief discussion about the remaining monies in the Town budget. Julie reported that the gas fireplace is now operational and the propane tank will need to be filled from the heating fuel line in the budget. She also reported that she has stocked up on supplies and plastic for the 3-D printer. Julie reports that the 3-D printer is very popular.

The motion was made by Neal to accept the Treasurer's report as presented and it was seconded by Mary Ann. The vote was unanimous to accept the report.

6:45 PM- Librarian's Report:

Julie provided the Trustees with her months and years to date statistics and report. She noted that while patron visits were down from the previous month, they were still higher than November 2015.

Julie reported that she has hired another part time staff member. The motion was made by Bruce to accept the hiring of Zoey Aaronson and it was seconded by Neal. The vote was 3-0 in favor of the new hire.

Julie reported that the new website is not yet finished, but she and her staff have been working on getting new content ready for the launch.

- The new wi-fi has been installed by Twin Bridges. The upgrade will increase security and accessibility.
- The 3-D printer has been very popular. The software used to design items for the printer will be accessible on the public computers and remotely. Bruce noted that there will be a need to budget for cost of plastic used for

projects. There is only one vendor that sells the plastic. Julie also suggested developing a policy for the printer.

- The tree lighting event had a few less people than last year, but it was still well attended.

7:12 PM – Policy committee report:

The policy committee updated the inclement weather policy and the technology policy.

7:15 PM- New/Other business:

Ray reported that Underwood Engineering has expended the amount they have been paid for their services, so any site visits will cost more money. Ray is going to talk with Mike Borden and Rick McQuade about whether they think they will need ongoing support from Underwood for the project.

The proposed warrant article for the foundation repair will need to be submitted to the Select board by December 31.

Julie has provided language for the warrant article to the Trustees. **ACTION: There will be a meeting of the Trustees to choose a contractor for the foundation repair on Tuesday, December 13 at 6:30 PM in the Wensberg room at the Library. Jami will post the meeting.**

7:20 PM – Jami arrived for the meeting.

7:22 PM – Selectman Bob Marshall reported to the Trustees that the Town has had a good revenue year. He said that the Select Board wants to continue to grow the fund balance and that the fund balance has been in the negative for a number of years.

7:30 PM – Opening and review of the bids received for the foundation project:

There were 5 bids received for the project, and the Trustees read all of them. They are all from local companies. The bid proposal that allows the project to be performed within the Library's available budget and will result in the work being performed in a schedule and manner that is in the best interest of the Library shall be the basis of selection for award of the work.

- KGL Landscaping, Milford, NH. The bid amount is \$45,000.00 and the time frame for the work is May 2017-June 2017.
- Davis Construction, Jaffrey, NH. The bid amount is \$69,500.00 and the time frame is May 29, 2017 until July 3, 2017. It includes Hydroseed landscaping, new sidewalk in total, any unsuitable materials to be removed and a 4-foot skirt around the foundation.
- Ingram Construction, West Swanzey, NH. The bid amount is \$92,734.00 and the time frame is stated as 15 days from notice to proceed, to be completed in 50 days.
- TCD Construction, Peterborough, NH. The bid amount is \$88,258.00. The start date would be April 10, 2017 and completion date is June 7, -----+2017.
- Mathewson Company, Hancock, NH. The bid amount is \$69,800.00 and the time frame is June 1, 2017 to July 15, 2017.

A discussion followed about how to proceed in choosing a bid. Ray stated that checking references, checking whether the companies' sub-contractors can be bonded and whether they have prior experience with this type of project will be important to consider. The Trustees decided to meet on Tuesday, December 13 to decide on which bid to accept.

ACTION: Ray will check references and gather information about qualifications of all bidders and have the information available at the meeting.

7:58 PM – The motion was made by Bruce to enter into a non-public session at this time, in accordance with NH RSA 91-A:3 II(a), a personnel matter. The motion was seconded by Neal and by a roll call vote of 3-0 in the affirmative, the

Trustees voted to enter into nonpublic session.

8:03 PM – The motion was made by Jami to exit out of nonpublic session at this time and to seal the minutes. The motion was seconded by Neal. The roll call vote was 3-0 in the affirmative to exit out of nonpublic session and to seal the minutes.

A decision was made in the nonpublic session

8:06 PM – The Trustees presented the outgoing clerical staff with a gift certificate to Fiddleheads as a token of their appreciation for her six years of service to the Board.

8:07 PM - The motion was made by Neal to adjourn the meeting at this time and it was seconded by Bruce. The vote was 3-0 in the affirmative to adjourn the meeting.

The next meeting of the Trustees will be held on Wednesday, January 4, 2017 at 6:30 PM in the Wensberg Room at the Library.

Respectfully submitted,
Patricia LaPree