

## **RANDALL LIBRARY TRUSTEES MEETING**

Randall Library and Zoom

October 5, 2023

**Attendees:** Maureen Busch, Rachael Flaherty, Sunny Richardson, Morgan Hilman, Maura Sieller

*Also in attendance:*

**Library Director:** Tina McAndrew

**ZOOM:** Lisa Lavina, Kathleen Pavelcheck, Melissa Rollins

Design lab: Audre Samon, matthew Sturz, Andrew Brooks

### **1. Call to Order: 6:33 PM**

### **2. Public Comments – none**

### **3. DesignLAB (via Zoom) presentation of final design plans**

- Project run through:
  - i. neutral/natural pallet
  - ii. Garden along walk way,
  - iii. Breaking addition in to various volumes
  - iv. Accessibility
  - v. Amplifying spaces for use
  - vi. Addition to both stand out and compliment
  - vii. Natural materials, a ti to town common and outside spaces
  - viii. Longevity
- Building schedule (projected):
  - i. Accepted bid contracts 11/3
  - ii. Mobilization November '23-Jan '24
  - iii. 13 month construction with Spring '25 completion
- **Motion- Morgan:** "Approve plan as is from DesignLAB", 2nd Maureen, **Pass** unanimous

### **4. Board Member Comment- none**

### **5. Library Director Report - Tina**

- Closing update:
  - i. 900 bins delivered for packing week of 10/8
  - ii. Book drop will remain open
  - iii. Furniture to be stored @ old fire station
  - iv. Goal for transfer of address/items: end of October

### **6. Chair Report – Maureen**

- Denise submitted letter to both Historical Comission and Historical society re: artifacts
  - i. Marilyn/Elizabeth removed 1/3 of items
  - ii. Historical Comition called to arrange pick up
  - iii. Minute Men taking Musket
  - iv. Police took 3 rifles

### **7. Treasurer's Report – Morgan**

- Annual report has been submitted to town Treasurer
  - i. Currently UNBALANCED
    - Review Checkbook
      - a. Donation given last fiscal year and applied to current?
    - Review Bartholomew
      - a. Actualized vs realized?
      - b. Incorrect formatting?
  - Trust Balance: \$471796.54
- 8. Old Business**
  - **Building Comittee-** 11/13 Meeting to accept bid on project
  - **Silent Auction- Maura**
    - i. Item added to Friends/Trustee joint meeting
    - ii. Looking in to online component
    - iii. Stow Acres wants the space to be used and NEED to host event
- 9. New Business**
  - **Director's fund proposal- Marcy**
    - i. Postponed til November
  - **Thoughts/Questions ahead of FY2025 budget cycle- Maureen/Tina**
    - i. What changes?
      - electric/heat/trash removed
    - ii. Affect of move on funding/certification?
      - Must be open 25 hours a week, 19% must be spent to stay in current bracket
      - Tina touching base with Marlborough director
    - iii. Warrant to be completed for March 2024
    - iv. Januray start department reviews
    - v. Select board to review town admin at next meeting
  - **Holiday Gathering- Maura**
    - i. Space for gathering? Morgans? Pompo? Old Town Hall?
    - ii. Trustees and staff only
    - iii. Maura sending out invites and ordering food (will be reimbursed)
    - iv. Date: 12/14/23 4:15pm
  - **Date for November Meeting:** 11/7/2023 @ Town Building
  - **Tina review coming**
    - i. Contract is up, can be updated/edited
    - ii. Contract should set standard and set up any future director with great package
    - iii. 6 month advance notice needed to terminate contract
- 10. Accept Minutes from September 5, 2023**
  - Maura move to accept minutes, Morgan 2nd, pass unanimous
- 11. Meeting adjourned 8:07pm**

Respectfully submitted,

Rachael Flaherty