

## **Minutes      Randall Library Trustees    January 9, 2019**

Present: Tim Reed, Barbie Wolfenden, Maureen Busch, Laura Reiner, Carol Stoltz, Melissa Fournier, Library Director

Absent: Kathy O'Brien, Marianne Sharin

Public: Kathleen Pavelchek

### **Agenda**

Acceptance of Minutes from December 12th Meeting

Director's Report

    Library Statistics

    FY19 Budget Update

Treasurer's Report

    Fund Re-balancing Part 1

Chairman's Report

    Renovation Update

Old Business

    Traffic Flow on Library Road

New Business

    Donations from Randall Library Friends Association

Public Comment

Adjournment

Next Meeting February 13<sup>th</sup>

### **Minutes**

The meeting was called to order at 7:30pm.

#### **Acceptance of Minutes from December 12th Meeting**

Maureen moved to accept the minutes of December 12; Barbie seconded the motion. Minutes were accepted (5-0).

#### **Director's Report**

The building: The damage to the floor upstairs from a spill is being repaired. The library electric bill has spiked; an investigation is underway by our energy experts. It is suspected by Hudson Light & Power that a newly-installed electric meter is now accurately recording usage. The additional cost can be covered within this year's budget. Heat distribution in the building remains poor and is being investigated.

FY19 budget: In order to meet the state's materials spending requirements (to maintain our accreditation which enables us to offer Interlibrary Loan), the library must spend \$16,237 (for a total of \$49,952 for the year ending June 30).

Melissa & Tim will meet with Town Manager Bill Wrigley on Friday to discuss the FY20 budget.

#### **Treasurer's Report**

Tim is meeting with Fidelity to gain answers to some questions. He has moved \$60,000 into money market accounts as agreed upon at the November Trustees meeting, and is waiting for market volatility

to subside before further action. The Calendar Year report will be presented at the February Trustees meeting.

### **Chairman's Report**

Tim met with Town Manager Bill Wrigley to discuss a warrant article on the library. Bill advised Tim to call Johnson Roberts, who estimate that design funds will amount to \$40,000-50,000. After some discussion, Laura made a motion to submit a capital planning item to the town warrant for \$50,000 for design funds; Carol seconded the motion, which passed 5-0. The Trustees will discuss formation of a Building Committee at the February meeting.

Air quality in the library: Bill Wrigley is already aware of the problem and Tim also spoke with Craig Martin of the Building Dept. An August 2017 air quality test found nothing substantial, though some mold spore counts were high. Craig will re-test the building.

### **Old Business**

Laura will talk to Stow Police about speeding on Common Road.

### **New Business**

Kathy Pavelchek described proposed use of funds raised by the Friends of Randall Library:

- Margaret Irwin Memorial Fund to cover the Adventures in Food & Travel series, partnering with the Recreation Department to hold sessions at Pompo when a kitchen is needed
- Library passes to area museums
- Director's programming, supplementing a grant from the Community Chest for children's programs
- ad hoc assistance on miscellaneous expenses that arise
- O'Keefe Memorial Fund to cover purchase of a maker table, modular Young Adult Librarian furniture, additional children's area furniture, and children's programming
- special gifts: window shades for the newly-restored area (estimated at \$7,000-9,000). Melissa noted that this area is very difficult to use when the sunlight comes in during the afternoon.

The Trustees support this plan. Melissa will work with the Friends on the details.

Maureen raised the topic of regular review of library policies. The Trustees can take this up at future meetings.

### **Adjournment**

Laura moved that the meeting be adjourned; Carol seconded the motion. The motion passed 5-0. The meeting adjourned at 8:44pm.

Respectfully submitted,

Laura Reiner