

**Board of Library Trustees Meeting Minutes
December 21, 2000**

PRESENT:

David Redgrave, Chair
Ed Hazlett, Trustee
Stephen Dalton, Trustee
Jack Meehan, Trustee
Donald Ford, Trustee
Marjorie Hill-Devine, Director
Anne Gutting, Asst. Dir/Ref. Librarian

Meeting called to order at 6:15 p.m. by David Redgrave.

Chair Redgrave proposes to accept the old minutes of October 19th, 2000. Trustees agree.

OLD BUSINESS::

Director Hill-Devine states that both the Library's' personnel line items and the article for study/repair of the new basement wall were funded at the Special Town Meeting. She reported that she reminded Gregore Trinkaus-Randall that we wish to re-test that room with the MBLC's data logger. Trustee Hazlett states the repaired down spout adjacent to the room is too close to an electrical receptacle.

BUILDING & GROUNDS:

Chair Redgrave states that G & E will have a bid in next week for the plaster work needed at the Library. As far as the electrical estimates, Director Hill-Devine explained that she rescinds her prior recommendation and asks the Board to decide between the 2 other lower bids. R & D Electric has informed her that their shop maybe going union shortly and their estimates are normally only good for 30 days. Reversing a prior decision to have the ceilings in "made-ready" condition, Chair Redgrave has talked to some plasterers about the work needed and the suggestion is not to pull the old stuff down. Have the electricians do whatever work they need to do and G & E will pad it out and fix later, if they get the work. This will be a huge savings on demolition. They recommend not re-plastering the whole hallway but to fix the problem because there is a lot of surface wiring that isn't going to be moved and moving it would turn it into an expensive job. They told Chair Redgrave that it would meet all fire and building codes even though it wouldn't be a totally brand new ceiling. Trustee Dalton asked if the price of the work would be such that 3 estimates would be needed. Chair Redgrave said that he doesn't think more estimates would be needed if the price of the work is broken down into separate areas. Director Hill-Devine explained that the State has substantially increased dollar limits for procurement.

Chair Redgrave states the only other question he has regarding the plaster work is how much of the work can be done at one time. G & E will lay it out in their bid.

Director Hill-Devine reports that the day custodian came to her with worry that she would have to move everything for the work to proceed. The Director states that the move is above and beyond custodial work and suggests that the Library gets a price from Bangs Movers. All agree. Trustee Ford recommends also getting a price from Stimpson Movers.

Trustee Meehan wants to know what is going on with the Technical Services Room. Chair Redgrave says that new plaster and rewiring of the electrical is going to be done in there. Trustee Meehan states that he wants to know what is going to be done about the stacks of magazines. Asst. Director Gutting says she has already discussed this with the Technical Services person and he will weed through the magazines and the room will be rearranged so that one whole side will be for Technical Services. Trustee Hazlett recommends that the disposal of any magazines be put into the recycling program. Asst. Director Gutting assured him it would.

Discussion ensued about removal of the dying flowers outside of the building. It was decided that the morning custodian would be asked to pull them because by the time the PM custodian comes in it is dark and there are no lights outside.

Trustee Ford motioned to accept the electrical bid from R & D Electric which does not include sconces and chandeliers, which will be purchased separately. Seconded by Trustee Hazlett. State Aid money will be used for all of this work. Board voted all in favor. This will be re-affirmed next meeting.

Director Hill-Devine reports that the FY2001 Action Plan has been sent into the MBLC and a note was received regarding its acceptance by same.

NEW BUSINESS:

Director Hill-Devine states that the Library will be applying for 2 Library Services & Technology Act (LSTA) grants and briefly explained their funding and administration. Asst. Director Gutting will apply for the Information Literacy grant and Ellen Nickerson, Children's Librarian is going to apply for a Preschool grant. Both will have to attend workshops to find out how to write these grants. Also, advisory committees have to be convened for both. Director Hill-Devine asks Chair Redgrave for his input into the Preschool Grant.

There was discussion of the Winthrop book to be prepared by George and Judy DeSaulnier in conjunction with the Historical Commission. Trustee Dalton raised numerous questions regarding the provenance of Library held photographs to be used, copyright of pictures the are digitized in the publication process and ownership of the digital images once they reside in DeSaulnier's computer. He asked that old Town reports be checked for written evidence of Sidvin Tucher's donations and that Town counsel Robert Noonan be contacted.

Trustee Meehan moved that the Saturday before New Year's be given to staff as a day off. Motion not seconded, and Trustee Hazlett made numerous remarks about abiding by the existing union contract. It was also noted that there was not enough time to check legalities or to

publicize the proposed change of hours. Trustee Meehan state that Virginia Wilder had told him the Trustees could have closed July 3rd and that they have the power to do so. Chair Redgrave said, yes, the Board can set hours but when it comes to pay, they are in a union realm. Trustee Hazlett agreed. When asked, Trustee Meehan said his proposal was for a paid day off. The motion did not receive action. Trustee Meehan voiced his astonishment on this non-action.

Director Hill-Devine requested that another receipt printer be purchased for better front desk work flow. Trustee Hazlett moved that it be bought from State Aid for approximately \$400.00. All agreed. Unanimous vote.

Next meeting was set for January 11, 2001 at 6:00 p.m.

As transcribed from tape by Barbara Clarke