



***Alice M. Ward Memorial Library Board of Trustees
Minutes
January 8, 2020***

I. Open Meeting:

The 01/08/2020 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Katie Sawicki.

II. Attendees:

Katie Sawicki, Nancy Petro, Sharon Belleville, Shellie Bresnahan, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Nancy to approve the 12/04/2019 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Front door repaired by Sally Fishburn. Still needs to do some work on the threshold.

Water shut off to outside spigot to prevent freezing.

Furnace was cleaned and filters changed by Larry Fuller. A part has been ordered and will be replaced when it arrives.

Filters ordered for furnace- should be changed quarterly. Library staff will be trained on changing the filters.

There is no light fixture near the furnace, and it is very dark in that part of the cellar. Any work there requires bringing a shop light or lantern down to the cellar. Will get estimate on adding a light to that area.

The bathroom light appears to have a fan- but it does not run. Will have it looked at to see if it can be connected/repared, or if it needs to be replaced.

New circulation desk is complete and being stained. Expect installation 1/20/2020.

Wires around computer and circulation desk are “unruly”. As most are computer wiring Sirius Tech will be contacted to evaluate and organize them before the new desk arrives. Will get an electrician as well if needed.

Northeast Exterior provided an estimate to install water diverters at the ends of the porch (steps by book drop and ramp). Estimate was previously approved, and work will hopefully be completed soon.

Snow removal was discussed again. Discussed liability if done by someone who is not a library employee. Will check with town regarding who is responsible for snow removal (town takes care of lawn in summer- is this a town function?) or do we need to hire someone to perform? It should be done early in the day as when it sits until the library staff arrives the berm created by the plow at the end of the sidewalk and ramp has frozen and is heavy and very difficult to remove.

VII. Budget Review:

2020 budget is complete. A motion was made by Nancy and seconded by Shellie to accept the 2020 proposed budget as written. Unanimously approved. Final format will be submitted to the town office for the 2020 Town Report.

VIII. Policy/Bylaw Review:

Next month will discuss/review policies regarding public use for meetings and disruptive behavior.

IX. Library Activity:

See Librarian’s report for additional information.

X. Ongoing/Future Goals:

No new goals discussed

XI. Other Business:

XII. Adjournment:

A motion was made by Shellie and seconded by Katie to adjourn the 01/08/2020 AWML Trustees meeting. Meeting adjourned at 6:35 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 02/05/2020.