



Alice M. Ward Memorial Library Board of Trustees

March 1, 2023 @ 4:30 pm

Needs Assessment Planning Meeting minutes

I. Open Meeting:

Meeting opened at 4:30 pm

II. Attendees:

Nancy Petro, Gana Carr, Kathy Smith, Sharon Belleville, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting: N/A

IV. Additions/Deletions to Agenda: N/A

V. General Public Comments:

None

VI. Building Maintenance/Concerns: N/A

VII. Budget Review: N/A

VIII. Policy/Bylaw Review: N/A

IX. Library Activity: N/A

X. Ongoing/Future Goals: N/A

XI. Other Business:

Needs Assessment Planning:

The Trustees and Librarian met for the purpose of discussing a Capital Project Needs Assessment. The purpose of the needs assessment is the preparation for future application for grant monies and may be used to determine project eligibility to apply for funds. Grants that may be considered for application include Federal Capital Project Grants, Public Facilities Preservation Initiative Grants, and Municipal Energy Resilience Program (MERP). An discussion was held to identify projects to preserve and maintain the historical value of the library and to increase efficiency and reduce the carbon footprint. Projects were identified and divided into phases based on priority.

Phase I: Interior paint completion (entryway)

Sidewalk

Furnace

Siding- wood clapboards are weak- several rotting)

Phase II: Vermont Heat Squad Recommendations

Window inserts (“window dressers”)

Side door

Phase III: More usable space (“courtyard”, carriage house improvement/renovation). Useable space considerations for a children’s room, meeting room, improved restroom.

Also discussed door widths regarding ADA requirements. Some doors are narrower than the required minimum. Will query the Preservation Trust regarding possible waiver due to the library being a historical building.

XII. Adjournment:

Meeting adjourned at 5:30 pm