

Regular Meeting Minutes of June 9, 2014

Present: Donald Comstock, Michelle LaVoie, GERALYN Gough, Mark Finn, Roxane Schmidt, Janice Porter, Bill Joy, Voni Walker

Absent : Constance Synakowski, Dan Guiney

Call to Order : President Donald Comstock requested that we approve the minutes of our previous meeting. Mark Finn moved to approve, seconded by GERALYN Gough. Motion was unanimous to accept the minutes.

Director's Report :

Building Project – June 20th deadline for windows will be met.

Auditorium Door trim will be redone

Jim Barnes has been very helpful with this project

A leak developed in the County Room. Water was found at the tops of the new windows in the room. It was discovered that the new Terrace was not caulked and this *could* be the problem. The “mysterious” water appears once again. Jim Barnes will check with the previous construction contractor to see what the feeling is concerning caulking the terrace. (The leak in the Auditorium still has not been solved . . .)

STLS – will unlock the grant applications. Michelle will do a presentation

Asbestos – the amount for abatement would be less than was formerly proposed. We probably will only do what is necessary.

Smart Edge is the firm we are working with. There will be no architect's fee and no need for a “clerk of the works” because Smart Edge has the staff. It is felt that the heating system could remain as a steam system. The new boiler will be installed and the controls will be converted. The efficiency would be increased by a large percentage.

A discussion concerning how the firm (Smart Edge) was chosen, continued. Smart Edge has worked with CJ Brown for years. They were happy to use the energy study that CJ Brown completed for the Library.

Doug Reed could not get the landscape lights for the Auditorium to work. He determined that a new timer needed to be purchased. The timer is on order. Doug Reed is interested in the part time maintenance position.

Directors and Officers Insurance We have four bids for this policy. Michelle will request a description from each firm as to what the D&O insurance will “cover”(specifics).

It was decided that the work on our Strategic Plan will begin in early September 2014.

Tuesdays on the Terrace: Margaret Walsh is hoping to fill in for the recent change in schedule.

MOTL – making progress . . . full schedule of performances beginning June 26th with Bob and Dee.

The flowers for the front and back terraces were discussed. The cost was higher than expected but the terraces look terrific for lunches and functions this summer.

We discussed ideas for possibly lowering the cost of flowers for next year.

Committee Reports:

Mark Finn was nominated and appointed chairperson of the Buildings and Grounds Committee. Jan Porter nominated Geralyn Gough as the chairperson of the Finance Committee. Motion was seconded by Mark Finn and was unanimously approved.

Friends :

Balance of \$17,023.07 The group is working on fund raisers. They will hold a Raffle and sell Library Merchandise Balloon Rally Weekend.

\$1,100.00 was provided for Auditorium Programs
A request from the Director, Michelle LaVoie, for membership in the Foundation Directory (\$750.00) was also approved by the Friends.

Finance : No report (except for election of chairperson)

Administrative : The committee will meet to discuss the contract for our Director following the monthly meeting.

New Business :

Michelle's sixth month probationary period will end June 16, 2014. A discussion of the contract will be covered by the Administrative Committee shortly.

General Roofing suggested a minor repair (they were on the roof recently) The repair will be discussed with General Roofing and a decision will be made.

Adjournment : There being no further business, Donald Comstock made a motion for adjournment. Mark seconded the motion and it was carried unanimously.

The Administrative Committee met for a brief session.

The Board members completed the June "walk around" of the Building and Grounds of the Library.

Respectfully submitted,

Roxane R. Schmidt
Acting - Secretary