

Trustee Meeting Minutes May 22nd, 2017

- Meeting called to order at 6:07 p.m.
- Present: Margaret Whalen, Clara Warren, Judy Taylor, Judy VanArnam, Lisa Ditta, Erin Begel, Bridget Whalen-Nevin, and Matt Corey (NCLS).
 - o Motion to name Erin Begel as Secretary made by Judy VanArnam. Seconded by Judy Taylor. All in favor.
- Public comments:
 - o Mickey Snye discussed details of Farmer's Market (Insurance Requirements, \$25/season vendor fee, water testing and kitchen approval for vendors, etc.) Discussed concerns over space availability for vendors. Parking lot and grass space will be limited due to upcoming construction. Judy Taylor will look into making more of her property available. Bridget has contacted vendors. Market planned to run on Saturdays during library hours (9 a.m. to 1 p.m.), July 8 through August 26. Discussion tabled pending vendor participation and Jack Taylor's permission to use property in front of barn.
 - o Matt Corey discussed Website Tune-Up Grant: \$100.00 to libraries for updating websites, to stress transparency: include meeting minutes, board meeting dates, etc. Deadline is 11/17/17. Will send email with guidelines for minutes. NCLS will be offering a Smartphone app . Tues, June 13 there will be a Showcase Showdown/Idea Blast at NCLS Watertown. NCLS Director Steve Bolton is retiring.
- May 1, 2017 Minutes.
 - o Motion to approve made by Judy VanArnam. Seconded by Lisa Ditta. All in favor.
- Treasurer's Report (attached):
 - o Balance in checking \$79,018.12.
 - o Bridget is working on expenses vs. budget report.
 - o Motion to approve made by Judy VanArnam. Seconded by Clara Warren. All in favor.
- Director's Report (attached).
 - o NCLS upgraded computers to Windows 10 last week. Staff computer needs Quicken or QuickBooks update before changing to W10. Bridget requested purchase of QuickBooks software (\$50/year); will research.
 - o New drop box is here; Kevin (DPW) will install.
 - o Tax levy vote: 124 yes, 48 no. Passed with 72% support. \$38,000 will arrive next May. Motion to request funds earlier (January) from school made by Judy Taylor. Seconded by Judy VanArnam. All in favor.

- Construction 202 Main St.
 - o Reviewed bid result sheets/contractor bids.
 - Judy T. /Judy V. concern: Do we have protection against unforeseen cost increases? Are windows included in bids?
 - Compared contractors' prices, Phases, subcontractors. Discussed timing of electrical work/Phases, dividing work among more than one contractor, etc. Stressed importance of using \$21K Phase I grant money by June deadline.
 - o Phase I Foundation Contract to Phil Cree, who will subcontract Mechanical and Plumbing to Riverview Mechanical. Phase II to Wayne Latham General Contracting. Resolution made by Judy Taylor, seconded by Lisa Ditta. All in favor. Clara Warren, Judy VanArnam abstained from vote. Bid documents attached.
- Motion to adjourn at 9:09 p.m. made by Judy VanArnam, seconded by Erin Begel. All in favor.

Respectfully submitted,

Erin Begel