

**Tracy Memorial Library
Board Meeting Minutes
October 28, 2010**

Present: Bob Bowers, Shelby Blunt, Ki Clough, Bruce Parsons, Dave Harris, Sandra Licks, Lisa Ensign Wood

Absent: Charlene Baxter

Meeting Minutes. A motion was made to accept the board meeting minutes of 9/16/10. The motion was seconded and unanimously approved.

Acceptance of Cash Donations. There were no cash donations for September 2010.

Treasurer's Report. Shelby distributed our operating budget through September 30, 2010. We are where we need to be for receipts and disbursements, but it will be tight through the end of the year. There will be \$29,000 coming in (from the Richard's CD) and going out (to Bruss Construction) for the radiant heat system in the children's area. These monies will be shown in the town report under the Library's special funds.

Building Committee. Dave has removed the stumps around the front and side of the building. Thank you, Dave! He has received a landscaping design from the Community Garden for the front and side of the building. The board discussed the current plan and gave suggestions to Dave. We all agree that the simple, "easy-to-care-for" landscaping is the best way to go. Dave will continue to work with the Community Garden on the plan. It will be given to the board for approval before any work is done.

Old Business.

Radiant Heat System. Bruss Construction is currently installing the new radiant heat system in the Tomie de Paola room. Everything is going according to schedule.

Building Projects/Bond Package. Bruce and Sandra have been working with Bruss Construction to prepare bids/estimates for all of the building projects that would fall under our Bond Package Proposal. The total bond amount we will be asking for at town meeting is \$370,000. Bruce noted that the contemplated contract for the work to be performed under the bond proposal would again require volunteer work. Below is a detailed list of projects and costs.

Capital Improvements Funded by Bond in 2011:

- A. Windows/Envelope/Refurbishing
 - 1. Remove leaking windows/skylights in stack room and replace with new windows and surrounding wall and roof systems.

2. Renovate exterior of Stack Room for insulation/air leaks/proper sealing.

(original amount for 1. and 2.: \$32,000)

3. Refurbish original single-pane sandwich glass windows in old section of building.

4. Renovate exterior of entire Meeting Room wing (3 floors), to include new safety doors in Tomie Room.

5. Replace/re-fit “wall of glass” at the circular stairway.

(original est. for 3. through 5.: \$175,000; at the time of that estimate two other projects mentioned to this group were included—painting the circulation desk area and replacing fixtures in kitchenettes and bathrooms)

B. Air Handling Systems

1. Install unified air conditioning system to ensure cost-effective air conditioning of most of library, to include most of those areas currently not air conditioned, but not the Reading Room.

(original est. \$50,000)

C. Handicapped Accessibility

1. Reconfigure entryway (from Pleasant St.) to make doorway handicapped accessible.

(original est. \$185,000; was to include adding and reconfiguring first floor bathroom for handicapped accessibility)

Stated contractors' prices for Items A., B. and C. above	\$300,000
(original estimates for all the above: \$442,000)	

D. Miscellaneous

1. Generator for emergency use.	est.	10,000
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E. Emergency repairs contingency		40,000
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F. Replace flooring and paint Stack Room	est.	<u>20,000</u>
Total:		\$370,000

Future needs:

- Paint circulation desk area
- Replace fixtures in kitchenettes and bathrooms
- Complete air conditioning
- Add/reconfigure first floor bathrooms for handicapped accessibility
- Install historic building sensitive sprinkler system (est. cost in excess of \$250,000)
- Engineer's review of totality of building and what may be needed
- Replace heating system ?
- Review wiring, plumbing, heating ducts and units throughout building

New Business

Board Retreat Agenda. Sandra presented her proposal for an Agenda for the retreat on Tuesday, November 2, from noon to 3:00p.m. With minor modifications, including adding a discussion of volunteers working in the Library, the Board accepted the Agenda.

Other Business.

Garden Shed Vandalism. There was discussion of the recent vandalism of the Library shed. Some younger people were seen in the immediate area around the apparent time the vandalism occurred. Sandra has reported the incident to the New London Police Department, and it is investigating.

NON-PUBLIC SESSION

A motion was made to go into non-public session to discuss employee compensation and youth services personnel. The motion was seconded and unanimously approved. The board went into non-public session at 4:55 PM.

The Board came out of non-public session at 5:10 PM. Bob Bowers announced that in the non-public session the Board approved an employee raise budget as recommended by Sandra Licks, Librarian, as more specifically to be set forth in the proposed budget submitted to the Selectmen for their review.

Next Meeting. Our library board retreat will be Tuesday, November 2nd at 12:00 PM.
Our next board meeting will be November 18th, at 3:30 PM.

Meeting Adjourned at 5:30 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary