

**Tracy Memorial Library
Board Meeting Minutes
May 17, 2012**

Present: Bob Bowers, Shelby Blunt, Charlene Baxter, Casey Buiso, Dave Harris, Bruce Parsons, Lisa Ensign Wood and Sandra Licks.

Meeting called to order at 3:30 PM.

Goodbye and Welcome. Ki Clough joined us for the first few minutes of the meeting. We thanked her for her service to the Board of Trustees and the Library for the last three years. We welcomed newly elected Board Member, Casey Buiso.

Election of Officers. A motion was made to appoint Bob Bowers as Chairman, Shelby Blunt as Treasurer, and Lisa Ensign Wood as Secretary. The motion was seconded and unanimously approved.

Meeting Minutes. A motion was made to approve and accept the Board Meeting Minutes of April 19, 2012. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept the cash donations to the Library for the month of April in the amount of \$50.00. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported that there was money stolen from a staff member's purse. The staff has identified the two teenagers that did it, and their names have been turned over to the police. Sandra will ask Dave Seastrand to let the two people know that they are not welcome back on Library property. Sandra will establish a lockable area for staff personal items.

Sandra has prepared a letter to Mascoma Bank respectfully requesting the second half of our grant (\$12,500) before June 30th when our fiscal year ends. Lisa has proofread the letter, and Sandra will send it out.

Bob and Sandra met with Kim Halquist to give her feedback about the Town's proposed purchasing policy. They let Kim know that the Library found the policy highly restrictive and we would not be adopting it if the Town implements the policy. Bob and Sandra also advised Kim of our indoor air quality issues and how we would be addressing them. Kim will advise the Selectmen.

Sandra advised the Board that she will be taking vacation the week of June 11th. Jo Ann Roy will be in charge during Sandra's vacation.

Building Report. Dave met with the Community Garden about choosing plant material for the remaining areas on the side and front of the Library. Some plants/shrubs did not make it through the winter. Dave showed the Board a drawing of the Community Garden's sign for the top of the stairs leading to the garden. It reads "Welcome to the Community Garden" and is modeled after the Tracy Memorial Library sign. The Community Garden is working on a proposal for the wall space in the front entryway.

Glenn Bonewald is coming next week to finish the landscaping he was contracted for last fall. His recommendation for our walkway issue is to completely redo the walkways on the Main Street side of the building. He suggested raising the walkways about 6 inches to allow water to run off into the grass instead of collecting on the walkways. We will wait until we have funds available to do this. Glenn has been contracted for now to raise some of the low spots to help prevent some of the water from collecting.

Dave has determined that the generator uses two gallons of propane per month to run a weekly maintenance test. Dave is still trying to determine why the generator used such a high amount of propane during the 6 hour power outage this past winter.

Planning Report. Bruce reported that they met with Richard Stevens of Bruss Construction a few weeks ago to determine progress on the outstanding construction work. Sandra reported that Bruss was here yesterday working on installing "donuts" on the two walls with the clapboard staining. The staining is probably due to trapped moisture behind the clapboards. The donuts will allow for increased air flow. The painter will prime and repaint these two walls. We will continue to watch these areas for any continued staining issues. Bruce reported that we are making progress with the punch list.

Personnel and Policies Report. There was nothing to report at this Board Meeting.

Old Business.

Purely Green Environmental. We have received the air quality analysis from Purely Green Environmental. The areas with mold issues are in the Children's Area along the Main Street wall. The report was extremely thorough in its analysis of the problems and proposed solutions. Sandra has received two proposals for mold remediation from PuroClean and Aspen Environmental. She presented both proposals to the Board. The proposals were within a few hundred dollars of each other. We asked Sandra for her recommendation based on the time she spent with each company during the walk-through and proposal process. Sandra recommended hiring PuroClean. She felt that they were more thorough and responsive. The mold remediation work would take place during the first week of June. The goal is for the Children's Area to remain open while the areas being remediated will be sealed from the public. Purely Green will retest the areas 24 hours after remediation. Light carpentry work will be needed at the end of the

remediation process. A motion was made to authorize the Library Director to hire PuroClean ERS to perform mold remediation in the Children's Area and to authorize the Library Director to spend up to \$8,500.00 from Library funds for mold remediation, retesting, and carpentry work. The motion was seconded and unanimously approved.

ARC Mechanical. At our request, ARC Mechanical Contractors has performed a comprehensive analysis of the Library's HVAC systems. Their three main suggestions were a circulator pump to save on heating costs, improvements to our ventilation systems, and a continued expansion of our air conditioning system. The most critical need is for the improvements to our ventilation systems in the children's area once mold remediation is complete. This will improve air flow in the children's area and is critical for preventing mold regrowth. ARC's suggestion is to put an ERV in the furnace room which will exchange air in the entire area where the mold remediation is being performed. The proposal for this work comes in at a cost of \$16,300. A motion was made to authorize Bruce Parsons to negotiate and enter into a contract with ARC Mechanical for a new air handling and purification system for the ground floor of the Library up to \$18,000 from Library funds. The motion was seconded and unanimously approved.

Next Meeting. Our next Board Meeting is scheduled for Thursday, June 21st at 3:30 PM.

Meeting adjourned at 5:05 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary