

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 10, 2021 at 5:00 pm

Due to the COVID-19 pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through video conferencing at <https://global.gotomeeting.com/join/855276133> or by phone by calling +1 (312) 757-3121 and using access code 855-276-133. For technical problems, please call (603) 526-4656 x4.

Chair Eula Kozma called the meeting to order at 5:00 pm.

Present via digital video roll call: Eula Kozma (Chair 2021) stated she was present and alone, Wendy Dumais (2021) stated she was present and alone, Nancy Mahar (2022) stated she was present and alone, Steve Solomon (2023) stated he was present and alone, Kim Bonin (2022) stated she was present and alone, Marianne McEnrue (2023) stated she was present and alone. Also present: Director Sandra Licks, Assistant Director Jo-Ann Roy, Head of Youth Services Ben Cote, and minute-taker Jennifer Vitiello.

Gordon Terwilliger (2021) was not in attendance.

OLD BUSINESS

- Sprinkler system project: vote on moving forward with contract

Kim Bonin stated the purpose of this meeting is to authorize Milestone Engineering and Construction to manage the installation of the sprinkler system, and for the Library to sign the contract. She stated all the Trustees have received the necessary materials and she would be happy to answer questions. Milestone's proposal includes subcontractors Carter Sprinkler and Capitol Alarm. SFC Engineering will also be involved for administration and monitoring. Frank Anzalone has prepared a proposal to serve as the owner's representative during the construction. This is important because Sandra is leaving and Frank knows the building very well. He has a very good relationship with Milestone.

Eula asked for questions and Marianne said the documents appear complete, she trusted Kim's expertise and applauded Kim for moving forward to sign a contract. She thought it timely and expressed confidence in Kim and Frank. Wendy agreed with Marianne and made a motion to move forward with the project as outlined in the proposal that was sent out.

A MOTION WAS MADE by Wendy Dumais to move forward with the project as outlined in the proposal. **THE MOTION WAS SECONDED** by Steve Solomon and the role was called: Eula Kozma YES, Kim Bonin YES, Nancy Mahar YES, Marianne McEnrue YES, Wendy Dumais YES, Steve Solomon YES. The motion passed.

Kim Bonin asked Sandra to communicate with the Town about the project and contract. Sandra said she would contact Town Administrator Kim Hallquist and the Town Finance Officer who now needs to get the loan for the bond. The bond was approved at Town Meeting last March for \$250,000. Sandra said she will also let them know that the rest of the project will be coming out of capital reserve funds, and there is plenty of money to cover the difference between the total project cost and the bond. Sandra felt it made more sense for Kim Bonin or a Board member to sign the contract since her last day is February 12. The document that Milestone sent was a proposal. Following up they would submit an A.I.A. (American Institute of Architects) contract form. Kim stated she is not sure that she has the authorization to sign that. Sandra will get an answer as to who should sign the contract (Library Director? Trustee? Selectman?) from Kim Hallquist. Kim Bonin stated it is still about five weeks away from signing the contract to submitting the deposit to Milestone. Milestone then has to generate shop drawings for our approval and then they can actually start the process of construction.

Steve Solomon suggested approving authorization for contract signing.

A MOTION WAS MADE by Steve Solomon to authorize the Library Director (Sandra) or the Chair of the Board of Trustees (Eula) or the head of the Facilities Committee (Kim) to sign the contract and any other necessary construction documents. **THE MOTION WAS SECONDED** by Wendy Dumais. Roll call vote: Eula Kozma YES, Kim Bonin YES, Nancy Mahar YES, Marianne McEnrue YES, Wendy Dumais YES, Steve Solomon YES. The motion passed.

NEXT MEETINGS

Third Wednesday at 5:00 pm: February 17, March 17 (now that Town Meeting was postponed), April 21, May 19, June (no Board meeting, Town Elections and Town Meeting)

Eula opined it would be valuable to meet next week and on March 17 to discuss the search for a new library director. She will circulate an agenda by Friday. Agendas will also go to Jo-Ann Roy so that she can post on the library's website and on the library door because there is a requirement to post in two different places at least 24 hours in advance.

Arrangements and instructions made by Sandra Licks for paying bills in a timely and transparent manner:

Bills are going to be coming in for the sprinkler project. Some of the bills are going to get paid out of the bond, then some will get paid out of capital reserve, and some might be paid out of the operating budget (repairs/upkeep line item). She suggests the big bills (especially from Milestone) are to come out of the bond first. She has prepared separate cover sheets for the bond and for the capital reserve that would be attached to these bills, and Nancy Mahar has access. These require two signatures; one would be Nancy's as our treasurer and the second one would be Kim Bonin as head of Facilities because she can

verify the work. After the signatures, the bond and capital reserve bills need to be delivered to the Finance Officer at Town Hall. Once the bond's \$250,000 mark is reached, then go to the capital reserves. There will be other bills such as Frank Anzalone and SFC Engineering that could be paid out of the library's operating budget. This depends on how much they are and the timing. In general, any check over \$5,000 that comes out of the library's operating checking account needs two signatures already on file with the bank. Currently the signatories are Sandra Licks, Nancy Mahar, and Wendy Dumais whose term expires in June due to the Town Meeting postponement. It was agreed to proactively vote a third signatory on the checking account to have another person in case Wendy is away or something comes up. There will be a transition after June when Wendy leaves and when there is a new library director. The new library director should be a signatory on the account. To give signatory power right now to an additional trustee, that person would need the minutes from this meeting to show the bank as proof that they can be added to the checking account at Bar Harbor Trust.

A MOTION WAS MADE by Wendy Dumais to authorize Steve Solomon as an additional signatory to the checking account at Bar Harbor Bank. **THE MOTION WAS SECONDED** by Marianne McEnrue. The roll was called: Eula Kozma YES, Kim Bonin YES, Nancy Mahar YES, Wendy Dumais YES, Marianne McEnrue YES and Steve Solomon YES. The motion passed.

Steve Solomon will go to the bank with a signature specimen and a copy of these minutes in March.

There was no public comment.

A MOTION TO ADJOURN was made by Wendy Dumais. **THE MOTION WAS SECONDED** by Marianne McEnrue. The roll was called: Eula Kozma YES, Kim Bonin YES, Nancy Mahar YES, Wendy Dumais YES, Marianne McEnrue YES and Steve Solomon YES. The motion passed.

The meeting adjourned at 5:45PM.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary