

APRIL 19, 2017 4PM

Trustees present: Archie Auger, Ann Fitzpatrick, Ann Guilfoyle, Kathleen Haskell, Nancy Dowey, Shirley York, Nancy Spears, Rosemary D'Arcy, Lucille Keegan.

Brittany Overton, Library Director
Assistant director, Azra Karabegovic

Archie moved to approve the minutes for March 22 and April 3. Shirley seconded and the minutes were approved as written.

Finance Report: Archie distributed his report and it was reviewed and accepted.

Archie moved to authorize Brittany to pay for the Norton Anti Virus out of trustees funds.

Nancy D seconded and the motion was approved. It was recommended that this fee should be included in the next budget.

There was a discussion in regard to information that came forth through the audit in regards to money left in the building capital fund account at the Northway bank. The amount is \$2792.00.

Rosemary will be checking with the TD Bank about new signature cards.

Brittany went over her monthly report with a few items that needed trustee approval.

Shirley moved to authorize Brittany to hire Tom Baldecki to clean the inside and outside of all exterior windows and the glass panes in the exterior doors for \$800. Nancy S. seconded and the motion was approved.

Brittany and Bill Dowey reprogrammed all of the thermostats in an effort to solve the sequencer issue. Brittany met with a representative from Control Technologies and he recommended that the coils and filters be changed. She will have this done.

The Backpack policy was reviewed and approved.

Rosemary and Brittany will be meeting with Nik Coates and Rick Alpers for a pre-meeting before the board of trustees meets with the select board. If any trustee has a concern that they feel should be addressed at this meeting please forward it to Rosemary.

Archie reported that he met with the Fire Chief and Town Code Enforcement Officer and it was determined that the library does not need a second handicap ramp therefore we can remove the one on the porch and just have the porch repaired. The consensus was that we should use wood not composite for the decking. Archie will get quotes from three carpenters as soon as possible.

Rosemary will address the winter snow damage when she meets with Nik and Rick.

The fire department has not installed the alarm box.

Rosemary would like to have a small group meet during the summer for environmental scanning to create information to share in the fall with trustees and staff for continuing our strategic planning. Nancy D. , Ann G. and Rosemary will be that committee.

Next meeting May 17, 2017

Lucille Keegan