

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 21, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, Ron Force, John Filson, Mary Cronin, Library Director.

ABSENT: Susan Bailey, Angela Johnson, Mary O'Neil, Tom Reinfuss

CALL TO ORDER: The meeting was called to order by Chairperson Peter Stevens at 3:30 PM.

The order of the agenda was changed so that Brian Taylor could make his presentation to the board.

Old Business

Space Planning/library improvements

Quote for phase one – Brian Taylor, Architectural Woodwork. Mr. Taylor distributed to the board copies of a letter outlining his proposal for renovating the circulation desk and adjacent area, along with copies of his plans for the proposed renovation. He also posted plans and photos of the library interior on the bulletin board and explained his proposed changes which would result in better flow of circulation and increased storage space. John Filson commented that one of the prime goals in the renovation work would be to provide increased private workspace for the librarian, as well as quality of workspace. Mr. Taylor said he had not combined phase one and phase two into one project but had kept them separate. But he said even if they were presented together, they could be done separately. He agreed to get further information and come back to the board. The board thanked him for his presentation.

Motion by Ron Force to move forward with phase one of the renovation project with the understanding that we go back to the architect and reaffirm the project price if we pay part of it out of this year's funds and part out of next year's funds. Seconded by Sandra Carr. The motion passed 4-0.

Peter Stevens suggested that we have Mr. Taylor come back before the next meeting, and Ron Force suggested that we could make time to meet with Mr. Taylor on September 18 prior to the regularly scheduled meeting, and then to have him stay for that meeting as well. The question was raised by John Filson if we need additional bids for this project. This was discussed by the board.

Draft plan for phase two – Brian Taylor, Architectural Woodwork.

APPROVAL OF MINUTES: Motion by John Filson to approve the minutes of 7-17-13, seconded by Ron Force. There was one typo to be corrected under the Library Director's Report, from "purchase" to "purchased." With this correction the motion to approve the minutes passed 4-0 and the minutes were approved and accepted.

REPORT OF THE TREASURER: The Treasurer's Report was included in the board packet. With the absence of Treasurer Angela Johnson, motion was made by Sandra Carr to accept the Treasurer's Report as presented, seconded by Ron Force. The motion passed 4-0 and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Buildings & Grounds Update: Librarian Mary Cronin updated the board on the considerable efforts of volunteers, especially Merle and Herm Weber and Ted Slater, in improving the landscaping in front of the library, including plans to put in "steps" coming up the hill in front which will require pressurized lumber to complete. Mary asked if funds from the Beverly Klitsch Memorial Funds could be used for this project. Sandra Carr suggested the placing of a small sign saying "Funds Donated by the Beverly Klitsch Fund." Ron Force suggested the purchase of a small memorial stone with carving. John Filson agreed that something indicating appreciation of the service of Beverly Klitsch would be appropriate. After discussion of the cost of the lumber for the steps, Peter Stevens said he would like to approve them buying the material and getting reimbursed. He suggested that we need a proposed expenditure list. Mary said she could make a list on Excel for the board. Mary said she would like to run a "thank you" display ad in the Conway Sun to thank all the sponsors of prizes for the summer reading program.

Motion by Ron Force to approve the expenditure of \$90 for the "thank you" article in the Conway Sun, seconded by Sandra Carr. The motion was approved 4-0.

Mary Cronin said she would like to fundraise to help fund the prizes. After discussion it was agreed that raffle tickets could be sold for a paddleboard if a dealer could be found to allow for the purchase of the paddleboard after the funds were raised.

GALLERY: No report.

FRIENDS OF THE LIBRARY: No report.

OLD BUSINESS: Already covered.

NEW BUSINESS

Capital Improvement Program – fill out 2015-2020 sheet and return to Planning Board. Mary Cronin explained what needed to be done.

Budget Worksheet – Library budget committee needs to meet, develop a draft, and present at the September Trustees meeting. The board agreed that budget committee members would be Peter Stevens, Susan Bailey, and John Filson. Mary will contact Susan Bailey.

ADJOURNMENT – Next Meeting: September 18, 2013 in the Chick Room at 3:30 PM. Motion to adjourn by Ron Force, seconded by John Filson. The meeting adjourned at 5:25 PM.

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on 8/21/2013
Town of Madison, Board of Library Trustees Meeting for 8/21/2013