

DA Hurd Library Secretary's Report 16 November 2011

Present: Beth Sweet, Amber Fournier, Jeff Fournier, Steve Purington, Ginny Ruesch, David Dutch, Nancy Cotty, Meleta Baker, Marty Roberts.

Absent: Alice Purington, Stacy Bradburn and Margaret Allaire

Secretary's Report:

The Secretary's Report was reviewed. A revision was made to include Ginny Ruesch who was present during the October 19th meeting though inadvertently had been excluded. A motion was made by Amber F. and seconded by Jeff F.; report was approved as written.

Treasurer's Report:

Jeff F. reported on the Smith Barney investments. North Berwick Redemption Center continues to collect money.

Director's Report:

Director's and staff wage, and benefits budget proposal

1. The Library staff does not qualify as a municipal entity. As such, they do not qualify for unemployment insurance. Joel Patterson will be called for clarification.
2. Beth reported that health insurance is increasing by 4%.

Maintenance Report:

1. Beth stated that the oil tank is grossly out-of-code. Jeff F. made the motion to approve and authorize *Alan Gray* to install a new oil tank with proper venting, piping etc.
2. *Portland Glass* provided estimates for :
 - a) The Children's Room. The estimate included double hung (4/4 sashes) or a sliding sash window (2/2) for seven windows.
 - b) Upstairs estimate was given for 12 high "e" glass windows including the original building (the stairwell made of tempered glass; 2 dormer windows have been excluded in estimate).

Jeff made a motion to authorize Beth to engage Portland Glass in the window replacement project. Nancy seconded the motion and Beth will contact Greg Paquette to coordinate timeline for upcoming projects.

3. The roof and gutter de-icing proposal submitted by *Absolute Power* was discussed. The necessity with winter coming is a concern. Amber made a motion to approve of the estimate, seconded by Jeff and accepted by the board as written pending the following stipulation: a guarantee/warranty of parts and labor. Bill will be asked to approach them on this issue.
4. Chimney, flashing and walls tabled for tonight.

Capitol Campaign Committee's Report

1. Holiday Raffle is up and running.

Capital Campaign Committee's Report:

Renovation:

1. Jeff will pursue Beth's investigating the costs of purchasing a new Hurd Library sign (like Sanford). Discussion ensued concerning ordinances, etc.
2. A new, re-calibrated Capital Campaign Sign has been tabled until spring.

Fundraising/Publicity:

1. Nancy shared her 2012 North Berwick Calendar fundraiser. Pictures of local points of interest compliment each month. Calendars are ready for press. Nancy will order 50 calendars. Meleta and Amber will sell calendars along with Marty and Nancy at the North Berwick Primary School Holiday Craft Fair. Amber will contact Katie Jacques to reserve a table.
2. Holiday Raffle is up and running.
3. Amber reported that the Harvest Dance pulled in a profit of approximately \$400. Though the turn-out was adequate, the feedback was very positive by those who attended. Sadly, a new 'DJ' will be needed for next fall (he is moving).

Old Business:

1. New sign, brick and granite with electrified backlighting, has been further explored. Dave reported the Town is willing to make the footings for the sign. This is ongoing with a goal for installation during the Spring 2012. *Hazen Carpenter*, a mason, has had prior experience with the installation of these signs. The board eager to discuss this further.

New Business:

1. 2012 Budget was deliberated at length.

Next meeting is scheduled for **Wednesday, 14 December 2011.**

Respectfully Submitted,

Marty Roberts