

MINUTES OF THE D.A. HURD LIBRUARY
BOARD OF TRUSTEES
February 20, 2013

The meeting started around 6:30 p.m. with Alice Purington, Linc Harrison, Ginny Reusch, Jeff and Amber Fournier, Nancy Cotty, Meleta Baker and Beth Sweet. We also had Donald Ruesch in attendance. Jeff Fournier chaired the meeting since the President and Vice President were not there.

Allen Sequeira from Eastern Sentinel (from North Berwick) was a guest at our meeting to explain our smoke detection system. He stated that the Fire Marshall required us to have three "life safety" items: (1) duct smoke detector, (2) fire doors, and (3) elevator smoke detectors/recalls. Eastern Sentinel was asked to install these as three separate systems. He stated that we could expand and have our system alert the fire station when smoke was detected. This fee would be \$30/month. After his presentation to us, Beth stated that the Fire Marshall would like us to have a key box on the side of the building to be able to get in the library in case of fire. We have a Knox booklet for the different box styles. Jeff will ask Dwayne if the Town will cover this expense (\$200+). Then Beth asked about the cost of a security camera in the entryway where people can enter the building without the staff knowing. Allen suggested a camera in the entryway and perhaps one in the youth room. The entryway door would be set up to ding when someone opened the door. Then staff could look at a monitor to see who is coming into the building. An analog camera, monitor and the power supply would cost around \$580 per camera. Jeff will also ask the Town about this cost. Allen left the meeting at 7:10 p.m. These matters are tabled until our March meeting.

The Secretary's Report – Meleta made a motion to accept the minutes. Nancy seconded. All were in favor.

There was no Treasurer's Report.

The Director's Report mentioned the staff change with Jackie Dolan joining us for Saturday hours. Amber made a motion to accept the Director's Report, Alice seconded. All were in favor.

Maintenance:

1. Bill Allen suggested we replace two A/C units out front. Jeff asked that Bill get a price for these units. The item was tabled until next meeting.
2. The HVAC yearly maintenance cost is \$648 with the company from Bowdoinham who installed the system. We would like to shop around locally to compare cost. Jeff will research this. The item was tabled until next meeting.
3. Door mats - Beth has researched three companies who will deliver and pick up the mats to clean them. There would be two mats – a scraper mat outside and a 3' x 10' runner inside. For seven months, they would be picked up and replaced every week. In the summer months, they would be picked up once a month. Since the cost would be less in

the summer, they would provide us with toilet paper, paper towels and a dispenser for the bathrooms. The cost is approximately \$1,255 per year. We asked Beth to see if she can figure out how much we spend on these paper products in a year. The item was tabled until next meeting.

4. The carpet on the stairs still needs to be replaced.
5. The new door is a problem in that it either sticks or the wind whips it open. Jeff will speak to Great Falls. Beth suggested the installation of walls or half walls on the sides of the door. The problem needs to be fixed before Great Falls is finished.
6. We need area rugs for the “living room” – 12’ x 20”.

Capital Campaign:

1. The murder mystery may be scheduled for the fall. Nancy called Spring Hill and the only date they had left in their winter slow season was March 23rd, and we didn’t think we could pull it together that quickly.
2. The silent auction is coming along fabulously with artists being contacted and donating items for the auction. Deb Bodwell has been a great help. The art will be displayed at the end of April and the actual auction date is Sunday, May 19th from 2-4 p.m. There will be refreshments and music at the event. This is a 100% profit fundraiser. Meleta Baker and Marty Roberts are co-chairs.

Old Business/ Progress report:

1. Reed & Associates are willing to design a rendering for our brick patio area for \$500. Ginny made a motion to spend \$500 for this rendering. Alice seconded the motion. The motion passed unanimously.
2. The ceiling lights in the living room are all going to match using globes we found in the attic. The cost is covered for removing the two ceiling fans and installing these globes. The light bulbs will also be a higher wattage.
3. The wood floor is almost completed with three layers of polyurethane. It is back to its original state.
4. The four fireplace sconces are going to have knobs installed on each so they can be turned off and on. The cardboard piece on each sconce is going to be replaced. This will be an additional cost of around \$200.
5. The electrical outlets in the floor are not wired. We can do this later if we feel it necessary. In the meantime, the outlets will be covered with brass plates.
6. Linc is working on the areas above the fireplaces to repair the water stains. He will also put finish boards around the hearths.
7. Linc said there needs to be a thorough cleaning of the wood dust in the room before moving anything back in. The windows also need to be cleaned. Beth has mentioned this to Bill Allen, and it will be extra work for Bill and his crew. \$\$??
8. There needs to be an access panel in the wall near the front door/elevator. This will grant access from the back of the library straight to the front room in case a workman needs to be in there. Linc suggested that Great Falls do this before they are finished.
9. The subject of furniture donations came up. We do not want yard sale type donations.

New Business:

1. We discussed the transfer of funds to pay our final bills. A motion was made to withdraw funds from Smith-Barney and SIS and deposited into KSB. Linc seconded the motion. Discussion ensued and the motion was passed. (Some funds will be held in our KSB account until the spring for outside items that still need to be finished; i.e. painting and lawn work. Also, the parking lot lines will have to be painted, especially for the handicapped spot.)
2. We discussed changing the night of the monthly meetings. After much discussion, Meleta made a motion to change the night of the monthly meetings to the second Tuesday. Alice seconded the motion. This is not a conflict with the By-Laws. The motion carried.
3. Beth would like to have a Meeting Room Policy in place. She has been approached about groups using the room. Beth will contact other libraries to see what they have. The items was tabled for next month.

A reminder - March is our annual meeting, and there will be an election of officers.

Our next meeting will be held Tuesday, March 12th at 6:30 p.m.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,
Amber J. Fournier