

**Stowell Library Trustee Minutes (with LEC)**  
**Cornish Town Offices**  
**28 June 2022**

Members Present: Heidi Jaarsma, Dillon Gallagher, Susan Chandler, Kathi Patterson (Library Trustee), Caroline Storrs, Laura Cousineau (Library Trustee)

Members Absent: Larry Dingle

Citizens Present: Jill Edson, Nancy Newbold, Keith Mullane, Leigh Callahan, Martha Zoerheide, Marie DeRusha, Sandy Guest

1. The meeting was called to order at 6:30 pm
2. Minutes. Acceptance of the June 14 minutes was moved by Patterson and seconded by Chandler. The Minutes were approved.
3. Open Forum Agenda. Chandler and Jaarsma reviewed their document about the Open Forum (attached). The document was amended to add Patterson's review of the previous forum. Chandler asked that those who are speaking submit their talk in writing to her. Chandler and Storrs will set up the Town Hall the day before the forum. There are tables there, and they will set up 50 chairs. Sandy offered to organize refreshments and would like to have that mentioned on the flyer. The presenters should be at the front. The school janitor, Paul Sousa, will bring the podium down. Scribes will write questions and check for information. The survey will be announced at the community forum. Dillon will read the charge. Colleen will be asked to read her letter of intent. Chandler will bring to amended outline to the next meeting.
4. Open Forum Flyer. Changes recommended:
  - a. Add an address for the Town Hall
  - b. Chandler will make a sign to put up in front of town hall.
  - c. Capitalize "Library"

Jaarsma announced that the Select Board will allow the committee to print the flyer at the Town Offices. It needs a certain stamp. The committee recommended colored paper. Jaarsma will count number of households, make changes, and arrange for the paper purchase and printing. Funding will be from the Tasker grant. It will be taken to the post office on July 9.

5. Survey. The development of the survey is a collaborate effort between Patterson, Chandler, and Jaarsma. Jaarsma distributed copies (attached). Some of the survey questions came from Tom Ladd (library consultant). The committee reviewed the survey and made suggestions for changes. It will be posted on the website as a printable document and will also be available as an online survey. Print copies will be available at the town offices-and the George H. Stowell Free Library. Handing them out on a Saturday at the Recycle Center was suggested. Drop off locations will be at the Library and the Town Offices. Newbold

volunteered to give them out at Willing Hands. Laura will post link in ConnectCornish to announce the survey. Jaarsma will review the survey with the librarian before finalizing it.

6. Community Center Subcommittee Report. Cousineau reported that the subcommittee has been conducting library visits and seeking input from other librarians and trustees. A full report will be given as soon as possible.
7. Soft Cost Estimates. Cousineau reported that she had contacted the library furniture company. The rep has received the designs and should submit a first estimate soon. Cousineau was asked to gather information on used office furniture, table, and chairs. Storrs will look into what is available at Dartmouth.
8. Stowell renovation. Jaarsma clarified that the subcommittee was composed of all trustees and committee members except for herself. Patterson reported on the June 15 meeting at Stowell library with Chris and Evelyn from MA+KE. (For more detail see Kathi's minutes taken on behalf of the Trustees.) Evelyn's minutes are also available.
  - a. Chris stated that he understands the charge of the committee and the needs of a modern library.
  - b. Dingee will research parking.
  - c. Heating and cooling would likely be by heat pump; solar panels not practical for the slate roof and land is insufficient for panels elsewhere. Wheelchair lift was discussed; Chris does not recommend them.
  - d. Evelyn is ready to meet with the subcommittee, hopefully on July 6 at 5:30 pm in the upstairs room of the Town Offices.
  - e. Heidi will put Evelyn's minutes on the town website.
9. Clarification of Needed information by Select Board.
  - a. Maintenance schedule and operating expenses for both building
  - b. Need to reach out to Banwell to get a capital maintenance schedule (LLCA – life cycle cost analysis). Trustees will request the information.
10. Next meeting: July 19<sup>th</sup> at 6:30pm at the Town Offices
11. Adjourned 7:59 pm.

Respectfully submitted,  
Laura Cousineau, Recorder