

## George H. Stowell Library Trustee Meeting Notes

Attendance: Kathi Patterson, Richard Scheuer, Kate Freeland, Brenda Freeland (Librarian)

1. **Call to Order:** This meeting was called to order at 6:00pm at the Stowell Library
2. **Review of Estimates:**
  - a. Ceiling Repair - Trumbull-Nelson Construction. TN feels they can do plaster repair on the two front room ceilings, though will test first to make sure ceiling won't collapse. If the ceiling will not support the plaster repair, then fixing drywall over the existing plaster will be the only option. All agreed that the plaster repair option is preferred. On the warrant we will ask for a not-to-exceed amount of \$7600 from the library capital reserve fund for this ceiling repair. Work will begin after March of 2017. Brenda will let TN know of our decision.
  - b. Electric Upgrade/Light Fixtures - Joanna Sharf/Emily Electric. Electrician would have to do some of the work outlined in her estimate to get electrical service to the point where plasterers can do ceiling work. She would then have to return to do the finish work once the ceiling work is completed. We will have to rig temporary lighting for the front rooms during this time.. All agreed to the Lithonia STL4 4' fixtures, for a total of approximately \$6200. On the warrant we will ask for a not-to-exceed amount of \$7000 from the library capital reserve fund for this electrical work.. Work will begin after March of 2017. Kate will let Joanna know of our decision.
3. **Other Business:** Additional improvements
  - a. Furniture
    - i. 2 Desk Chair(s) will be ordered right away, using funds from from maintenance budget. Brenda will look at Staples and report back. Once okayed will buy them then submit receipts for reimbursement.
    - ii. New furniture for front room: librarian's desk, patron table(s), patron seating. Discussed a smaller but more functional librarian's desk with distinct work surfaces. A couple of small tables and chairs with patron laptop use in mind for the front room, and two chairs, small table and lamp for back room to form a quiet reading area. In Gaylord catalog, found upholstered seat wooden chairs for \$200 each. Brenda will look at catalogs and get more ideas and prices in time to include on March warrant.
    - iii. Re-arrangements: Rotating paperback rack will move to the children's room to area now occupied by the hanging rack for children's audiotapes which is no longer used for that purpose.. Rotating rack will hold children's videos, or possibly all videos. Brenda will experiment and see how things fit. The two upholstered chairs from front room chairs be removed and be temporarily replaced by two wooden chairs from basement. Kathi will take care of this.

- iv. Wireless Printer - Discussed possibility of wireless printer for patron use. There has not been a significant demand for this service, just one request.. We would have to charge for prints, turn off when library closed, perhaps with the use of a timer. No decision but will be considered.
- b. Climate Control for Basement - Kate will get estimates from Hinkley or other company for dehumidifier unit that pumps water out. This will require a drainage line run to the outside. Also noted - this unit will add to the electrical costs of the library and will have to be budgeted for. Kate will gather estimates and options and will report back in time for inclusion on the March warrant.
- c. Windows are very difficult to open, probably from dirt in channels and lack of use. Window latches are set to open when pushed to right. We identified windows that we'd like to use (two in back room, two in front). Kathi will clean the channels and perhaps add silicon to them.

#### **4. Adjournment**

Following a motion by Kathi and second by Richard, the meeting was adjourned at 7:55

Respectfully submitted,  
Kate Freeland, Secretary