

**George H. Stowell Library Trustee Meeting**  
**Thursday, December 09, 2021**  
**6:00 pm**  
**Cornish General Store building**

Present

Trustees Richard Scheuer, Kathi Patterson, Laura Cousineau

Librarian: Stephanie McAndrew

Citizens: Judith Kaufman, Colleen O'Neill

- 1) Call to Order 6:07 pm
- 2) Minutes for Tuesday, November 09, 2021, meeting were approved.
- 3) Treasurer's Report: \$7751.22 current balance.
- 4) Librarian's Report
  - a) Friends of the Library had over 50 people come to the Puzzle swap
  - b) 20 people attended the Thanksgiving crafts
  - c) Books are in, and Ginny, Martha, and Sandy processed books.
  - d) School presentation by local New England author. Librarian will attend and the children's literature foundation pays for books that Librarian chose to give out. However, high rate of Covid-19 at the school may mean this activity is cancelled.
- 5) Old Business
  - a) Review the Exploratory Committee progress. Laura read report from Heidi on meeting with Select Board. [See attached.] It is clear we will need to have answers to questions especially about operating expenses and anything relating to costs to the town. Laura read the progress report from Banwell architects. [See attached.] Discussion of planned energy sources for the renovated building. Recommend that next Exploratory Committee meeting be the first week in January after architects have plans to present.
  - b) Donation update for the Cornish Store Building. Colleen and Heidi met with Tom Donovan, the state director of charitable trusts, who wanted to see the building. He and his associate feel this is an interesting project, and had a positive response to the Cornish Historical Society becoming the fiscal agent for the Cornish Community Initiative. Sue Chandler's daughter, a lawyer in Boston, has offered pro-bono services to file for 501(c)3 status, and registering the trade name, and an application to inform the state of the nonprofit status. Colleen asked if the Friends group might be able to fundraise for furnishing the new building. If Colleen gets a green light at the Town Meeting, the building transfers to the Cornish Community Initiative, who will fund and complete all renovations, and then present the building to the town. Judith said that the Friends group was not organized yet, having no officers at this point. Donovan said

that we can take an inventory of everything in the current building and have it all transferred to the new building.

- 6) New Business
  - a) Accept money donations
    - i) SHARP Grant (\$4,800) for digitizing historical news articles about Cornish. Need to find someone to do the scanning, and purchase equipment. Stephanie and Kathi will discuss both during the next week. Project must be started by January 1; research done on equipment so far qualifies as having started. Colleen suggested speaking with David Kruidenier, who is in the Friends group and working on a project in the library. Kathi has spoken to a couple of people at the State Library who can advise further on this. Ginny can help with some of the project work. Several people are interested in the scanning.
    - ii) Atherton check received for \$100
    - iii) Trustees accept the grant and the Atherton check.
  - b) Develop a grant writing procedure: Any grants submitted on behalf of the Cornish Library should be approved by the Librarian and/or the Trustees. Grants of interest initiated either by the Librarian or the Trustees should be communicated to the other parties as soon as practicable.
  - c) Discussion to decide hours of operation for 2022. Stephanie asked about the period of time covered by the budget, as there are several months in 2022 before the 2022 budget is approved at the town meeting. Librarian and library aide salaries were also discussed. Consensus: budget will request based on the following
    - i) Library open 15 hours per week; example: 4:00 – 6:00 pm Monday, 10:00 am – 6:00 pm on Wednesday, 9:00 am - 2:00 pm
    - ii) Librarian works 15 hours per week at \$18 per hour
    - iii) Library aide(s) work 10 hours per week at \$13 per hour. Note: Librarian has the authority to hire and fire library aides, along with making the work schedule.
  - d) 2021 budget was further reviewed line by line for changes to 2022 budget
  - e) Kathi will prepare 2022 budget based on discussion.
- 7) Other Business: Pandemic Policy. Changes are at the discretion of the Librarian.
- 8) No correspondence to report
- 9) Citizen Comments included above
- 10) Next Meeting Date TBD
- 11) Adjournment at 8:00 pm.

## Cornish Library Exploratory Committee Summary of 11/29/21 Meeting with Selectboard

Colleen O'Neill and Heidi Jaarsma met with the Selectboard members Dillon Gallagher and Frank Parks at a regular meeting of the Board to review the proposed donation of the general store building. The ongoing work of the committee was summarized. The donation of the building through the Cornish Community Initiative and the next steps moving forward, including the 2022 Town Meeting, were discussed. Throughout the discussion, the Selectboard emphasized the importance of communicating information – design, anticipated costs, public benefit, etc. – to the public as early in the process as possible. Below are comments, questions, and concerns from the Selectboard.

- Incredibly generous offer. Anticipated operating costs will be important.
- What will the costs going forward be? It is very important that the information be made available to the public before a vote on the question to accept the library.
  - Anticipated operating costs: hours, programming, supplies, collection additions/maintenance.
  - Anticipated building maintenance/operating costs.
  - What will the soft costs be after construction/acceptance: moving, furniture, interior needs?
  - Can see it going forward as long as the bottom line is something people can handle.
- It is important that the architectural plans presented to the town be as close to a final copy as possible. Provision about new/significant change in design after vote?
- No rentals was a good decision.
- Before town meeting, it is very important to communicate information and anticipate questions.
  - “Personally, it is a generous offer and a wonderful opportunity, but it is up to the Town.”
  - “Would not want to see generosity turned away due to a lack of information.”
  - “In favor of providing information; the decision to accept is up to the Town.”
- Will the Cornish Community Initiative be organized as non-profit by the Town Meeting vote?
- Need to see a draft warrant article before final decision to place on warrant.
- The similarity between the G.H. Stowell donation of a completed library and the proposed donation should be highlighted.
- Don't need to decide right now on future use of George H. Stowell Free Library. Regardless of future use, the acquisition of the land for a well and septic will add value to the property.

Respectfully submitted,  
Heidi M. Jaarsma

12/6/2021

**Report from Banwell Architects  
7 December 2021**

Email from Ingrid:

For a trustee update, a summary of our immediate next steps includes:

Step 1- get existing conditions documented and Revit model created. – being done now

Step 2- develop possible options for committee to review/meeting – will have done in the next few weeks

Step 3 develop site plan to show green across the street – will be done in late December

Step 4- contact engineers to review existing utilities and proposed building upgrades to get info on future utilities (after we figure out what uses will be in the renovated building)

Step 5- hold public forum- we targeted in early to mid-January

We will need yearly bills for all utilities for the building in order for engineers to predict future costs. *[Note: Colleen was contacted and will send these to them]*

Thanks so much for checking in-  
Best-  
Ingrid