

PART 1 WORKING SESSION – MONTHLY BUSINESS MEETING

ROLL CALL Present: Patti Osgood, John Capuco, Angelica Ladd, Deb Kreutzer, Anne Crotti, Lynn Piotrowicz-Library Director

ITEM 1 Minutes of Meeting: November 13, 2018
Patti moved to accept minutes of November 13th meeting. John seconded. Pass 5-0

ITEM 2 Public Forum: No member of the public attended this meeting.

ITEM 3 Treasurer's Report

- a) Y-T-D Summary & Monthly Expenditure Review
The check # and confirmation # is added to the report.
ACTION – REVIEW/ACCEPT Patti moved to accept. Deb seconded. Pass 5-0
- b) Monies to Be Accepted - None

ITEM 4 Director's Report

- a) Will have draft of 2018 Town Report to trustees for next meeting. Deadline for submission: January 22, 2019.
- b) Working on end of year reporting/evaluations
- c) NH State ILL system – 1 year since collapse. TFL has sent out 1534 items to our lending partners. We have borrowed 592 books for our patrons. Currently supplying three book groups.
- d) Staffing-schedules have been adjusted to cover the absence of Lynne Lawrence.

ITEM 5 Second Reading – Policy for Online Banking

ACTION – REVIEW/ACCEPT Deb moved to accept and Patti seconded. Pass 5-0

ITEM 6 Review of Memorandum of Understanding with Hopkinton Town Library

- a) Library director from Hopkinton requested that we consider extending our MOU for an additional four months
- b) 19 Hopkinton residents have checked out 319 items from our library since 8/7/18
- c) Recommend that we extend the agreement through March 2019

ACTION –Patti moved to extend the MOU and John seconded. Pass 5-0

ITEM 7 2019 Preliminary Budget Discussion – Continued

- a) Budget worksheet
- b) Initial Consideration of Warrant Articles

ACTION – REVIEW/DISCUSS

ITEM 8 Other: Angelica expressed concern over the trustees using personal e-mail for TFL communication. Lynn will look into directions to address this.

ITEM 9 Schedule Next Meeting

**ACTION – Trustee Meeting scheduled for January 14 or January 15, 2019
Meeting with SMP scheduled for December 27, 2018 at 8:00am**

PART 2 BUILDING PROJECT WORKING SESSION WITH SMP REPRESENTATIVES

ROLL CALL Present: Patti Osgood, John Capuco, Angelica Ladd, Deb Kreutzer, Anne Crotti, Lynn Piotrowicz-Library Director. SMP Representatives: Anthony Mento, Jason LaCombe, Eric Palson

ITEM 10 Financial Details

- a) 2018 Approved Warrant Article: "To see if the Town will vote to raise and appropriate the sum of Ten Thousand Five Hundred Dollars (\$10,500) for the Tucker Free Library to hire an architectural firm to assess the structure of the building to determine the feasibility of adding an elevator and public restrooms. This amount will be raised from current year taxation. "
- b) Spoke with Russ Roy. SMP must submit W9 and Certificate of Insurance.
ACTION - Done. Sent copy to Town Hall on file at TFL.
- c) TFL must submit receipts for work to receive funds. Russ can either pay receipts directly or he can cut a check for TFL and we can pay.
ACTION –It was decided that all bills will be paid by TFL.
- d) Trustees need to vote to encumber funds for payments in 2019.
**ACTION – Vote to Encumber these funds \$10,500.00 for the purpose of paying for the architectural feasibility study.
Deb moved to encumber \$10,500 less expenses incurred in 2018. Patti seconded. Pass 5-0**

ITEM 11 Meet with SMP Representatives for "Kick-Off Session." Topics include: Going forward. Goals/Timelines. Obligations/Meetings. Diagram Review.

After introductions were complete, Patti listed the three goals of this project.

To explore the feasibility of the following while maintaining the integrity of the building.

#1. Install a lift

#2. Create an additional public restroom.

#3. Utilize the attic space

SMP responded by stating they would work toward a master plan that supports easy accessibility to all levels.

The following was discussed:

- The re-thinking of current space/looking at how the building works
- Project phasing—Keeping the library operational
- Discussion of a sprinkler system

SMP provided five possible options for this project, discussing the pros and cons of each.

SMP asked to clarify our needs for Town Meeting.

SMP will work on presentation for Town Meeting.

- Targeting Warrant Articles by mid January and finalized by mid February.
- Working to firm up cost. (Design and Construction)
- Need for graphics and visuals to highlight options and reflect concepts.

The meeting ended at approximately 7:30pm. Lynn and members of the Trustees accompanied the representatives of SMP on a tour of some parts of the building.

Respectfully Submitted
Anne Crotti