

**TUCKER FREE LIBRARY BOARD OF TRUSTEES
MEETING MINUTES FOR APRIL 17, 2019**

- ROLL CALL** Lynn Piotrowicz-Library Director, Patti Osgood, Angelica Ladd, Anne Crotti
Charter Trust--Doug Tengdin, Amy Tardiff, Devin Cowette
- ITEM 1** **Met with Doug Tengdin, Amy Tardiff and Devin Cowette of Charter Trust for Annual Review.**
5:30pm Following review of status, Patti explained the Accessibility and Safety Project. Discussion of role of trust in this project.
- ITEM 2** **Minutes of Meeting: March 19, 2019 ACTION-REVIEW/ACCEPT** Patti moved to accept minutes and
6:15pm Angelica seconded. Passed 3-0
- ITEM 3** **Public Forum-none**
- ITEM 4** **Treasurer's Report**
a) Y-T-D Summary & Monthly Expenditure Review –Manifest reviewed
REVIEW/ACCEPT Angelica moved to accept and Patti seconded. Passed 3-0
b) Personnel Timesheet Review **ACTION – REVIEW/Angelica signed off**
c) Monies to Be Accepted
I. \$21.05 Book payment for Fr. Marcel Martel from Stephen and Patricia St. Laurence
II. \$24.00 from Joanne and Joseph Grady for Children's Books
Angelica moved to accept and Patti seconded. Passed 3-0
- ITEM 5** **Director's Report**
a) Property cleanup will be coordinated with Friends to thin hosta, trim bushes, replace damaged shrub, spread mulch. NEC scheduled to rake and sweep
b) Constant Contact Email Blast - Review of Statistics
Conclusion--Considered to be successful
c) Received money from Town Trust Funds - \$10,924.99.
d) Lynn researching sick bank for TFL employees.
- ITEM 6** **Friends' Report – Met to draft bylaws. Another working session 4/28/19 to review.**
Angelica suggested an informal meeting for Trustees and Friends-to be revisited in the future.
- ITEM 7** **SMP Going Forward--**
- ITEM 8** **RFQ for Phase 2 – Construction Manager**
This will actually be a two-step process. We will first send out an RFQ. From the respondents we will then invite a select group to submit an RFP. They will be invited to a site visit which will be conducted by library director and SMP representative. Trustee should attend. The selected group will then submit a PROPOSAL. They will be interviewed by Board of Trustees and SMP representatives.
a) Worked with SMP to complete a draft of RFQ to hire construction manager
b) Timeline devised in consultation with SMP
Dates reviewed and agreed upon pending Lynn's confirmation with SMP.
- ITEM 9** **Building Committee Formation**
Worked with SMP to complete a draft Building Committee Charge.
From SMP: "Committee needs to be fewer than 6 people. One should be you representing the staff's perspective, one member of the BOT who reports back to them, a few key members of the public who can also assist in building support, a person familiar with construction is always beneficial. Possibly someone in town government, BOS, Budget, Planning..." AM
a) Names of possible committee members put forth
b) Individuals will be contacted to firm up a Building Committee.
- ITEM 10** **Other:** Patti received a thank-you note from a patron praising Lynn's work.
- ITEM 11** **Next Meetings: Regular Board Meeting: May 7, 6:00pm**
Construction Manager Hiring Interviews: June 10 6:00pm
Capital Campaign Working Session Board Meeting: June 25 6:00pm

Meeting Adjourned at 7:43pm

Respectfully submitted,
Anne Crotti