

## Langdon Library Board of Trustees Meeting Minutes September 10, 2020

This meeting of the Langdon Library Board of Trustees was held in the tent outside of town hall.

**Meeting called to order** by CH at 1:30 PM

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Catherine Hazelton (CH), Lillian Wilson (LW); Alternates Lee Lamson (LL) and Steve Bush (SB); Library Director Lara Croft Berry (LCB)

**The first order of business** was to approve the minutes from the August 13, 2020 meeting Moved by CH, seconded by PW, minutes approved 5 – 0.

**Parking Lot Update:** We were disappointed to receive only one bid for the parking lot expansion project, and that bid was higher than expected. It seems that all of the contractors are really busy and this one bidder didn't really want the job but would take it at this price. After discussing the situation, the trustees decided to put the job out for bids again in November with the intent of signing a contract before year-end to encumber the funds and actually completing the work in the spring. Moved by DT, seconded by JO, approved 5 – 0. CH will write a note to the select board informing them of this change in plans and the change in cash disbursement that will result.

**Treasurer's Report:** Spending is in line with expectations and the budget for this point in the year. Note that the library has been spending trustee funds first, in place of town money, in order to reduce the cash requirements from the town as requested by the select board. Our target is to reduce town funds expenditures by ten percent pending further information from the selectmen as to tax revenues and any projected shortfall over the next few months. A motion endorsed LCBs efforts to reduce spending – target 10% - moved by PW, seconded by LW, passed 5 – 0

**Safety Lane:** Stakes have been placed to indicate the potential route of the safety lane that will lead through the historic area and we were asked to comment on the location. Generally, the trustees agree with the projected placement of the safety lane.

**Director's Report:** The new cleaning contractor, iClean, is doing a good job. Based on activity and requirements thus far, LCB feels that twice-per-week cleaning is not really needed so she will inform iClean to change to a once-per-week schedule. The savings (approximately \$1200) will be applied toward the purchase and installation of 3 bipolar ionization units in the HVAC duct system to help remove viruses and other pollutants from the inside air. The units are \$600 each so an additional \$600 will come out of maintenance/repair funds. The affected ductwork primarily serves the lobby/main area and the children's room. Moved by DT, seconded by PW, passed 5 – 0

The lawn is not looking good but that is because of the drought. Our new Organic First maintenance contractor seems to be doing a good job with the lawn and recently did the annual aeration and overseeding.

**Budget Planning:** The primary reason for holding this "extra" board meeting was to review and advise LCB as she prepares our 2021 budget plans. We agreed to proceed with a flat budget – no changes from 2020 except employee benefits over which we have no control. No raises will be planned for 2021.

**New Business:** The urn out by the road is looking a bit tired and really needs to be stripped, primed and re-coated at an estimated cost of several thousand dollars. We don't know who actually owns the urn, however. LCB will try to find out then we will coordinate with whoever owns it to get this necessary maintenance done.

**Board meeting adjourned** - moved by CH, seconded by JO, passed 5-0 at 2:35 PM

**Next Meeting:** Thursday September 24 at 1:30PM, location to be determined.

**Respectfully Submitted:** David A Turbide, board secretary