



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Trustees' Meeting Minutes Tuesday, August 30, 2016

Present: Director: D. Grimse; Assistant Director S. MacDonald; Trustees: D. Rockefeller, J. Dowling, M. McLaughlin, and Tricia Gray; Trustee Candidate Karen Mason, and Alternate Trustee Candidate Stephanie Jaggars; R. Lamarre of Lavallee Brensinger; Selectmen's Representative: Jim Rolston; L. Schwab

Meeting start time: 4:32pm

End Time: 6:40pm

- 1) Review Planning Study with Ron Lamarre of Lavallee Brensinger
 - a) Trustees reviewed the Planning Study (May 2016) and made formatting, spelling, and grammatical edits.
 - b) Trustees reviewed the Planning Study (May 2016) and made changes to the wording of document.
 - c) Trustee M. McLaughlin recorded edits and changes, and will send to R. Lamarre.
 - d) Trustees discussed with R. Lamarre assessment of space needs table, a new format of architect's assessment of space needs will be developed by R. Lamarre.
- 2) Lavallee Brensinger Invoice
 - a) Trustees voted to approve payment of balance of Phase I work, \$2,299.82 to Lavallee Brensinger.
- 3) Review Correspondence
 - a) D. Grimse shared letters of support from the SAU 50 and Community Congregational Church Greenland, for creation of a parking area and walkway, were shared.
- 4) Library Building Project: Phase Two Discussion and Planning
 - a) Trustees voted to proceed to Phase II utilizing Lavallee Brensinger.
 - i) When the Space Needs Assessment is finalized the Trustees will present Assessment, and the support letters to the Greenland Selectmen
 - ii) Trustees will request release of funds in the amount of \$29,000 for Phase II work.
 - iii) Date of presentation to be determined.
- 5) Anything that comes up after the posting of this agenda
 - a) New Copier Lease

- i) D. Grimse reported that the lease for a new copier had been signed by M. McLaughlin and that the process for the new copier and removal of the old copier was beginning.
 - b) Library property maintenance list reviewed.
 - i) K. Mason will undertake task of contacting recommended providers for those items the Library must perform itself.
 - c) CIP - D. Rockefeller will complete the form.
 - i) CIP meeting scheduled for September 7, 2016 at 4 p.m.
- 6) Next Meeting:
- a) Tuesday September 20, 2016
 - i) Monthly Meeting
 - b) Tuesday October 11, 2016
 - i) Monthly Meeting

Respectfully submitted,
Jonathan Dowling, Secretary