

Jaffrey Public Library Board of Trustees
Work Session
Meeting Minutes – August 24, 2018

Present: Pat MacIsaac, Emily Carr, Lou Casagrande (alternate), Travis Shattuck (alternate), and Julie Perrin, Library Director.

Absent: Francis McBride, Pam Armstrong, Joe Johnson, Tammy Cummings (alternate),

The work meeting was called to order by Acting Chair, MacIsaac at 1:28 pm. MacIsaac authorized alternates, Casagrande and Shattuck to participate as voting members.

Main Floor flooring options were discussed to address the worn and rippled carpeting, to bring the library into compliance with safety requirements. Perrin provided background to the present state of the carpet, the objectives to be achieved with a new flooring surface, and options available.

Casagrande pointed out the need for a deferred maintenance list and a strategic plan for facility care and maintenance. Perrin indicated the Turner report from 2008 and explained her upcoming CIP requests to the town.

Perrin explained the need to close the library for one week for the Main Floor flooring work to be completed and presented the action plan for the project. It included the staff working to move the books in a manner that would keep them clean and in order. She requested funding for clean moving boxes so they could be stacked and restored to the proper shelves easily. Options were discussed by board members. 300 boxes will be required. This was a more cost effective plan than hiring movers.

She presented the week of September 24th as the optimal time for the library and the installer.

Perrin shared the input received from members who could not be present regarding the need for closure of that duration. There was a board consensus to be fully closed that week, and utilize staff for the moving.

Perrin shared her discussion with the Town Manager regarding help from DPW to move the stacks. DPW has agreed to move the shelving units after they have been emptied. She also shared the staffing and work plan for the project.

Perrin contacted Tom Lyons at Belletetes during the meeting to confirm warranty information on the flooring. He indicated 15 years commercial /25 years residential.

Shattuck made a motion and Carr seconded to approve the quote from Belletetes for the vinyl plank flooring with an estimated cost of \$6,736.38 to replace the worn carpet on the Main

Floor, and authorized Perrin to arrange for the order, schedule the work and manage the weeklong closure. **Vote in favor:4-0.**

Action: Perrin will arrange for the work to be scheduled with Belletetes and the Town Manager for DPW assistance.

Carr made a motion and MacIsaac seconded to authorize Perrin to purchase 300 boxes from UHaul and the tape, for the book move. **Vote in favor: 4-0.**

A discussion followed how and when to request funds be distributed from Charter Trust to finance the flooring upgrade and other pending expenditures. MacIsaac, as treasurer, requested the transfer now since she cannot attend the September meeting. Casagrande made a motion and Carr seconded to authorize MacIsaac to request \$10,000 be transferred from the Wetherell Fund. **Vote in favor: 4-0.**

The next meeting is scheduled for Thursday, September 20 at 4 pm.

Motion to adjourn made by Carr, seconded by Casagrande. The Board voted unanimously to adjourn at 2:52 pm.

These minutes recorded by Julie Perrin, Library Director.