

Barrington Public Library
Board of Library Trustees Meeting Minutes APPROVED
October 15, 2024

Present: Trustees: Chair Susan Gaudiello, Lydia Cupp, Robert Drew, Karolina Bodner, Melanie Haley, Ezra Hodgson, Richard Campagnone. Trustee Alternate Karen Towne. Library Director Liz Bolton. Select Board Representative Dannen Mannschreck. Public member, Diane Madariaga.

The meeting was called to order at 5:30 pm.

Robert made a motion to accept the September 17, 2024 Trustee minutes with edits, seconded by Ezra, and the motion passed.

Ezra made a motion to accept the September donations of \$235, seconded by Lydia, and the motion passed.

Treasurer's report: Melanie presented the September financial report including updates on the TD Bank CDs. The Board discussed moving the CDs to First Seacoast Bank in light of their continuing support of the Library. Robert made a motion to move the TD bank CD maturing on Oct 21 to First Seacoast Bank if FSB has similar or better rates than offered at TD, seconded by Ezra, and the motion passed. The CD maturing on Oct. 24 will be retained in the operating account at TD.

Select Board Liaison, Dannen Mannschreck said there was not much to report but the department budget review process has begun.

Director's report:

The Blaisdell Library donated 300 moving boxes for use in moving our books to the new building. They are being stored in the shed until then.

The custodian, Chris Cooke, resigned after receiving a raise at his other job. Liz and Wendy have been doing the cleaning until the Citywide contract is finalized.

Liz has been reviewing quotes from LDI Interiors for reupholstering the current Library chairs. Liz has also been reviewing quotes for managed IT and IT services from Block5, which will be more expensive than the current provider.

The staff is considering allowing one automatic renewal on all eligible items. Patrons would have to call the Library to request a second renewal. This would free up staff time now and during the moving process.

Old Business:

The Board discussed the recommendations from the Committee (Liz, Melanie, Richard and Lydia) that reviewed the MOU (Memorandum of Understanding) with the Town. Several minor wording changes were made to the text. Robert made a motion to propose to the Town the MOU with edits, seconded by Ezra, and the motion passed.

Richard stated that after the Citywide Custodian Contract was reviewed by an attorney pro bono, the attorney advised that the indemnification clause in the contract is adequate. The Board asked Liz to proceed to retain custodial services from Citywide.

Ezra made a motion to sign the Custodial Services Contract at \$835 a month for cleaning the Library 3 times a week, seconded by Lydia, and the motion passed.

New Business:

Communications System/telephone: Liz discussed replicating the Town system at the cost of \$130/month for cordless and wired phones. The initial installation cost would be \$2,050. The current phones are not working well and need to be replaced soon, prior to the move. The server for staff and patron use needs to be updated as well. Liz will continue to research upgrades and the proposed cost of \$28,000. In addition, the firewall for the IT system is no longer supported and needs to be replaced at a cost of about \$14,000.

*Robert made a motion to use approximately \$16,350 from the 2024 operating budget to purchase the new firewall system and new phone system, seconded by Melanie, and the motion passed unanimously.

*The BPL Purchasing Policy was discussed with recommended edits. Ezra made a motion to approve the BPL Purchasing Policy as proposed, seconded by Melanie, and the motion passed. The new policy mirrors the Town's policy.

*Karolina made a motion to recommend Diane Madariaga as Library Trustee Alternate to be appointed by the Select Board, seconded by Richard, and the motion passed.

Old Business:

The closing for purchase of the Frisbee building was concluded on Oct. 7th and the Town and Library now have the keys to the building.

Bauen received all contractor bids and accepted the lowest bids, several from local contractors. The Guaranteed Maximum Prices (GMP) contract amendment has been signed with a final estimated cost of \$1,895,956 for the construction.

Work on the interior began on October 14th. All cabinets are being removed and donated to a wildlife rehab center.

Around the first of February the Construction Manager will have a good estimate of the amount of contingency funds available to spend on FFE and other expenses.

*A date of late June has been estimated for a move into the new Library building.

The Library will continue to research costs for its owner responsibilities which include security systems, furniture, fixtures, equipment and future installation of solar energy.

BPL Foundation Report: Susan discussed the Foundation Chair Roger Gingrich's fundraising report which showed donations, grants received and grants that have been applied for and others that will be sought in coming months. The Foundation will participate this year in the Giving Tuesday initiative and has some matching funds for new donations. It was noted that Roger has received this year's Chamber of Commerce Citizen of the Year Award, which will be presented at the Chamber's annual dinner Nov. 2nd.

BPL Friends Report: Lydia reported that the Friends will conduct a large book sale at the Nov. 5th election at the middle school.

Ezra made a motion to adjourn at 7:06, seconded by Susan, and the motion passed.

Next Trustee Meeting November 19, 2024 5:30pm

Minutes recorded by Karolina Bodner, Secretary