

## Meeting Acushnet Public Library Board of Trustees

May 10, 2018

In attendance: Jennifer Alves

Dina Brasseur, Director

Kristen Leotti, Chair

Nancy Francis

Henry Preston

Jeri Howland

Audience: Connie Preston

Motion was made by Nancy Francis to accept the Secretary's report from April 11, 2018 and seconded by Henry Preston. All voted in favor.

### **Financial Report**

Right now 86% of the budget has been spent. Operating budget is 92% spent but are waiting for energy and phone bills and some office supplies will be purchased. Motion was made by Jeri Howland to accept the financial report and seconded by Jennifer Alves. All voted in favor.

### **Capital Plan**

Kristen suggested the Board discuss moving forward on some of the more time-sensitive items on the draft capital plan, and that the Board revisit the full 5-year plan at a future meeting. The Friends have offered to pay for the back of the fence replacement. Nancy moved to accept the Friends' offer to pay for the fence and Jennifer moved to second it. We should have a back fence in 8-10 weeks. The DPW did a great job removing the brush and old fence and reseeding the lawn, and the Board commended the DPW and Dan Menard for setting up the bright orange temporary fencing.

The Board discussed moving forward with replacing the rest of the fence this year, and getting a quote. A fence is also needed around the HVAC units, to protect them from icing up in the winter. Jim Marot, the Town's Building Commissioner, has said that his department would be able to replace this fence this summer.

The generator has been discussed before. Jim Marot provided some estimates to install in-house. Henry will explore some additional estimates on a generator. Dina said there is a gas line at the street at the exit of the parking lot. Henry said this will be a savings. A generator is needed especially if flooding occurs and for heat in the building.

### **Security System**

Wayne Electric has done a service assessment and provided an estimate for a full building security system. For a camera system with three cameras, one on each side entrance and one on the main desk,

a 16 channel recorder which would allow for more cameras to be installed later, and a 22" flat panel screen at the information desk, the quote is \$4125.00 The town administrator thought this was reasonable. If cameras are added later, they would probably be \$400-500 for each camera. Videos are retained on the recorder for about 30 days (maybe longer). A panic button for the information desk would be about \$250. The panic button, not the camera, would be tied to the police station. Kristen, as Chair, is first on the list to be called if the current alarm is tripped, followed by Dina as Director. Nancy asked if having cameras would make it possible for patrons to then use all entrances. We now have a working doorbell at the South entrance which is used very infrequently. Dina would like to see the security system in place sooner rather than later. The SAILS network would work with Dina to coordinate the installation because it is their server we are using. There is still money allocated (from two years ago) to start this project. Henry made the motion to install the security system and Nancy seconded it. All voted in favor.

### **Bathroom Doors**

At this time, the bathroom doors need to be manually pushed to close. The town administrator said the doors could be fixed to close automatically and this could be done inhouse. The doors will have to be kept closed when the side entrance doors are open to patrons.

### **HVAC**

The system still has some issues but is currently working. The company who installed it said an option is to replace it if the battery continues to fail. We may need a new company. It may be a software problem. The company seems not interested in working with the library at this time.

### **Heated Walkway**

The walkway suffered damage this winter but it can be resealed by the building department and it will look better than it does now. An electrician has not looked at it but one may be able to rewire it. The cost of this is unknown. The sealer could cost up to \$500. It needs a thorough cleaning before resealing. The basement door has been replaced.

### **Repainting the building exterior**

This has been discussed before. There is money already released from the gift fund.

The above items were in the capital plan and the Board felt they should be acted on now, rather than later. Except for the cost of replacing the generator, money for the other projects has been released already.

### **Town Meeting**

The town meeting is scheduled for Monday, May 14, at 7 p.m. All Trustees are asked to attend. There are three library articles on the warrant: appropriating \$25,000 for the septic system issues, approving a revolving fund of \$6,000, and the annual article "selling materials to the Friends for \$1". The annual budget is also on the warrant. There is an ad on the back of the warrant about the library.

### **Announcements**

The Friends are purchasing four laptops for patron use. Dina is coordinating with the Friends on this.

5/16 Meet Your Farmer Night from 5pm – 7pm. The Ford Middle School Chorus will perform.

5/23 Robert Rocha will present “Emptying the Oceans” at 6 p.m.

5/30 Michael Tougias will discuss his book, Above and Beyond, at 6:30 p.m.

6/13 Cheryl Aguiar will discuss her book, The Great Horned Owlets Rescue

6/2 Catherine Carter will present a botanical drawing workshop. Preregistration is necessary.

All events sponsored by the Friends. Thank you!

The monthly statistics have gone up every month for the last 2 ½ years. Program attendance continues to rise. Circulation has increased regularly except for only a few days. Music CD had a huge increase in circulation. Much praise for the library staff and the director.

The next Trustees meeting is scheduled for Thursday, June 7 at 4:30 p.m.

Henry moved to adjourn the meeting and Jennifer seconded the motion. All voted in favor.

Respectfully submitted,

Jeri Howland

**Approved at 6.21.18 BOT meeting**