

HMML Library Trustee Minutes 3/20/18

Meeting Called to Order: 7:01pm

In Attendance:

- Ben Brown
- Michelle Wheeler
- Elaine Miskinis
- Lara Croft
- John Clark
- Charlie Goodspeed
- Michelle Hogan

Secretary's Report:

February Minutes presented and accepted unanimously.

Treasurer's Report:

Expenses: We've spent about \$1,400 of our \$1,700 programming budget. \$625 was spent for bathroom repair for the downstairs bathrooms. We've been coming in under budget for our maintenance budget so we're okay. HRA - A change in health plan for 2017 so the board of selectmen issued a line item for that (it's around \$18).

We talked about budgeting for a non-lapsing account and how to budget for that. It's something that we should do at some point. We have around \$11,000 in the non-lapsing account right now. We use it to pay for summer reading but we tend to get donations for that as well so that account doesn't tend to fluctuate much. There was some thought that the non-lapsing account could be used for some of the expenses associated with the library expansion. Michelle brought up the fact that if we don't talk about it tonight it should be put on the agenda at some point.

Lara questions the legality of using it if we haven't budgeted to use it. Ben mentioned that there's also the donation account. Donated money does need to be accepted by the board if it's over a certain amount. Lara said that there may be an RSA limiting the use of non-lapsing funds unless they're in the budget. Michelle will look into that as well.

Director's Report:

Just about everything is in line with last year, some are a bit up.

Ben had the furnace looked at last Friday and it looks like things are okay (it just needed to be cleaned).

We were only closed for one snow day in February.

The copy machine has been having problems. Coastal Copier has come to repair it a few times but they may be at the end of their options. We may need to look into replacing them. Coastal is willing to take the money from the lease and put it toward a new machine.

Youth Room Report:

February was busy in the youth room. Storytime 49, Children's Yoga 20, SLC Storytime 6, Paws to Read 5, Girl Scouts Meeting 14, Special Storytime with Pam Richardson 8

Dusty Olde Mystery Book Group 10
Contemporary Book Group 12
Jeff Warner Concert 31
Garden Club 8
Great Gardens Lecture Series 17
Author Event with Deb Knowlton 5
Total activity: 904

3/22 Game Afternoon

3/24 Photographer Marianne Bradaric is taking portraits of people in the area between 2-6 this Saturday and then it might become a part of her "Faces in New Hampshire" project

3/26 Society of Eloquent Artists A free art class will be held

3/28 Appalachian Mountain Club will be coming to speak as well and to teach about navigation. Registration is required

4/19/18 will be a garden meeting about transplanting

Welcome to New Trustee/s:

John Clark is our newest trustee. He moved to Epping from Portsmouth 5 years ago. He works in Hampton, NH. He helped with the scarecrow program last fall.

Alternate Trustee:

Sara L. Warner sent a letter requesting the opportunity to be an alternate on the board. She has a MS in Library Sciences from Simmons College. NH Library Association Advocacy Committee and Legislative Committee. The role of an alternate is that they would be a voting member in the case of an absence. It's also a great way to groom new trustees who might at some point join the board. They are only appointed for one year rather than for three years. Motion unanimously supported that Lara write a letter to the Board of Selectmen to recommend Sara Warner as Alternate.

Election of New Officers:

Lara read the descriptions of the offices. Treasurer must be bonded.

Library Trustee Chair : Lara Croft Berry 4 in favor, no opposed, one abstention.

Vice Chair: John Clark (all in favor 5/0)

Secretary: Elaine Miskinis (all in favor 5/0)

Treasurer: Michelle Wheeler (all in favor 5/0) All motions passed.

Deputy Treasurer: John Clark (Not a voted position)

Library Expansion First Steps:

Charlie Goodspeed spoke about the process. A few years ago we had a Warrant Article for 25,000 for an architect that came up with a plan. The decision was made not to spend \$25,000 every time we want a new plan. Generally you get an architect, get drawings, get bids etc. Charlie decided that we'd do our internal design and we'd prepare preliminary drawings and go for a vote and then see if the plan was acceptable to the town. We did this in 2016 and we lost by approximately 30 votes. In 2017 we lost by around 150 votes. This time we had a new group of students study, checking with staff, people in town, police, building inspectors, etc. *RS Means* (National publication that comes out every year) Gives indexes for time, square footage etc. Cost per square foot is included in the guide. The range came out between \$160 to a high of \$208 per square foot. This assumes an architect, engineer, general contractor and all sub-contractors. *Building Construction Cost Data* is the document that guides the other costs associated with the components of the building process. Charlie says we shouldn't go through a General Contractor. Charlie proposes that we go through a building committee to guide the process. Charlie has students in consulting companies who can make sure that we are ADA compliant as we go through the process. Charlie suggests that we use him as a project management rather than a general contractor. Using student designs and not using a General Contractor will likely save a considerable amount of money. The design is pretty simple. There is nothing more than a concrete wall around the outside, a concrete floor, etc.

Lara posed the question: We used *RS Means* to come up with the cost. Greenland library budgeted 3.5 million dollars for their addition which was just double our size. Newington's addition cost almost 2 million dollars and their addition was about the same size as ours. Lara posed the question that we'd want to break down the costs to make sure we're not going over budget. Charlie said that we'd make sure that the construction would be ADA compliant. Lara's concern is that having a General Contractor would ensure that we'd come in at budget, we'd have a guarantee that we will. According to Charlie Dave Reinholdt, the road agent, said that we can do it and come in under budget. Lara was concerned about the cost of wood going up this past year when our estimate didn't, and Charlie answered that there is very little wood in the project. Lara asked and Ben verified the current library doesn't have a sprinkler which is required for ADA compliance. We have \$30,00 - 40,000 budgeted for the sprinklers because we're not going into walls and it's a simple building. Michelle asked about the contractors that accept the bid, if they take on the bid for a set amount do they have to stay within budget? Charlie said that in the contract it will set a fixed price. If we're only paying for verification rather than paying a General Contractor we will save money and everything will be "stamped". Lara's

concern is that without a CMaR (Construction Manager at Risk) we could end up over budget and unable to finish the project or end up being fined for not being ADA compliant. Charlie said that if we run over it will only be "fringe" (recessed lights and other decorative, non-essential elements). Michelle asked if the fire station was done as a committee or if there was a General Contractor? Charlie explained the process that went into the fire station as well as other projects that he has led.

Board of Selectmen's Role in the Process:

Mike Yergeau asked about the selectmen's role in the process. Lara said that at this time there is no defined role of the board of selectmen beyond the fact that the Selectmen would be negotiating the bond. They are be agents to expend by default because no agent to expend was named in the Warrant Article. Lara read RSA 202A-6 which reads that "the library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto." Lara called NHMA for verification and attorneys Steve Buckley and Margaret Burns both said that the library has authority over all aspects of the library addition process. The Board of Selectmen's role is to negotiate the bond and in our case to be agents to expend.

Jen Chapman asked how it is that Charlie said that we could do it for \$600,000 before the vote went through and now that it's gone through we might not be able to come in under budget. Charlie responded to the question how would he deal if it went over budget. He said that he is confident that it will come in at or under budget. Charlie said he will have a complete break down in two-three weeks. Charlie said he lost the breakdown of the budget but he's going to find it and present it to the board before in the next few weeks.

Greg Dodge confirmed that for the bond sale through the NH Bond Bank deadline is June 8th. So even if we don't meet the June deadline we can still get a loan. Michelle asked what needs to be done in order to secure a loan. All we need for that is an application. Once we get the approval to move forward we will put together a committee and then Charlie will complete the plans (through autocad) and then they will begin to look for contracts and cost estimates. There are subcontractors in Epping who would like to bid on the project.

Lara doesn't think the \$600,000 budget is realistic but Charlie feels Lara is concerned because the Warrant Article was not voted on by the board, but rather pushed through and she has concerns that there will not be a CMaR and a Library Architect.

Glen Fredrick expressed his concern that we as the board seem divided and that undermines the faith of the town in the Board. He said he thinks we seemed united to finish this addition and that the town voted for it in part because of that. He asked what changed. Lara answered that for her, she has lost the faith in Charlie she had. Lara apologized for what this might mean for the town but expressed she feels she has to ask these questions as a trustee.

Teresa Kucera expressed her enthusiasm that Charlie is a trustee because he has done so much for the town and she wants the library addition to move forward. Lara thanked her for speaking out and said she'd be thinking over her concerns.

Cody Belanger expressed concerns regarding the duty that the trustees have to the voters to solve whatever issues we have between us. Cody expressed the fact that the article passed and that it's time to start to get bids for the project. Lara expressed that while it would be great if we were all on the same page but in order to get there we have to work through the process of gathering information.

We need to talk about what the next step will be. Getting the breakdown of expenses would be the next step. Charlie asked that the next step be creating a building committee.

Lara pointed out that Charlie tends to do what Charlie wants and that he didn't bring the Warrant Article before the board, and Charlie tends to make decisions on his own which leads to the lack of faith from the board.

Michelle raised the question of who would be chosen to be on the building committee and how that would work. Charlie said he spoke to Ben, Eva, Dave Rheinhold because he does a lot of contracting in town, Michael Vose called and would like to be on it as well. Anyone who would like to be on the committee is welcome to be a part of it. John Clark asked if the building committee would report to the board of trustees or the board of selectmen. Charlie said it would be the board of Selectmen. Lara's concern is he would make an end run around the board of trustees to run his agenda and that it is not legal for the Board of Selectmen to have responsibility for this project.

Mike Yeargu said that there are firms that do budgeting for projects like this. If it's budgetary then we can get estimates for budgetary purposes that will help us to get a second opinion of sorts.

Greg Dodge when he spoke to Atty John Ratagon he said that the role of the board of selectmen is to create the committee. The town counsel recommended that the board of selectmen convene a committee.

John Clark asked what we need to do to get the bond secured for 6/8. Greg Dodge said that we're all set.

Sandy Goodspeed said that the voters said that they want to spend \$600,000 for the library and the question was is the board going to approve the bond. Since the Board of Selectmen are negotiating the bond, they can do it without the trustees voting to do it.

Motion to form a building committee. 4 in favor, 1 opposed. Motion passed. Greg Dodge said that if the library trustees convene the committee then the library trustees are responsible for the committee.

Lara said that as the Agents to Expend the Board of Selectmen will have the final say on expenses.

Motion to ask Charlie to Manage the Building committee 4 in favor 0 opposed 1 abstaining.

Brief discussion of our vote in the last meeting to "Create a memo to inform the town officials not to act on individual trustee instruction without accompanying support of minutes *or* verification from a majority of trustees."

Greg Dodge confirmed that they will not act on the information from the trustees without the minutes supporting the information. Greg said that Charlie called him from Florida asking him to change the budget. It wasn't until former trustee Jen Chapman came to him he knew the rest of the board hadn't agreed to it. He assured us he knows not to do that again.

Charlie expressed frustration regarding the extra meetings and feeling that he may not have been informed about them. However the email used to notify Charlie was the same email that has been used to reach him all along.

Lara suggested the trustees rotate going to the Friends Meetings to support the Friends. Charlie said that he would be happy to go to the next meeting.

Our Bylaws need to be changed so that they're in compliance with the law. There are several that need to be changed or amended.

In order to amend bylaws we need to advertise the intended changes, post them publicly and then vote on them in the following meeting.

Other Business: Our closing policy as it is currently written does not allow for our staff to be paid if we close. Lara proposed that when workers are scheduled to work and the library is closed due to snow, a building problem, etc. they be paid as though they had worked. She said right now Ben is using paid time off on those days and no one else is being paid, and it won't cost us anything extra to do it because we're already budgeted for those hours.

Motion proposed and passed.

Request to adjourn to executive session if applicable Pursuant to RSA 91--A:3 paragraph II --- b and d.

Roll call (4 in favor, 1 against)

Adjourned to non-public 9:26pm
Public meeting called to order 9:52pm
Non-public minutes sealed.
Meeting adjourned 9:53pm