

Minutes of the  
Board of Trustees meeting  
Ilsley Public Library  
Tuesday, August 16, 2011

Sandra called the meeting to order at 6:45 p.m.

Present: Peg Martin, Chris Watters, Sandra Carletti, Maria Graham, and David Andrews  
Also present: David Clark

**Secretary's Report:** The minutes of the July 19, 2011 meeting were accepted as presented.

**Treasurer's Report:** David A. reported that he had renewed membership in ALA's Association of Library Trustees, Advocates, Friends and Foundations.

**Monthly financial statement:** David presented a statement dated August 3, 2011 covering all 12 months of the previous fiscal year. Revenues were 86% of projected and expenditures were 94% of budgeted.

**Friends of Ilsley Public Library:** no report

**Librarian's Report** David said that he had received word from Bill Finger, town manager, that afternoon that Bill would retire in October 2012. Kathleen Ramsey will become the assistant town manager in October and then become town manager when Bill retires.

David distributed an email from Marty Reid, state librarian, about DOL's pilot project for a multi-library integrated library system (circulation and catalog). DOL will decide between two open-source systems, Koha and Evergreen. David is interested in someday joining a state-wide system.

### **Old Business**

a. Sale of the piano The board discussed the sale of the upright piano and decided that \$4,000 would be a reasonable amount to ask. Peg and David A. will meet with Doug Anderson of the Town Hall Theater who has expressed a wish to purchase it. Funds received from the sale of the piano will be allotted to capital projects.

b. Report of the building committee

The board received a summary by Chris of the report submitted by Russ Colvin and a review of the summary made last March by Chris of Mark Doughty's recommendations.

The board decided to:

- 1) improve the side entrance and the community meeting room entrance  
Ashar Nelson is preparing recommendations for a walk off system at each entrance  
Redo the concrete at the lower door  
Add an awning in front of lower door (not the entire ramp)  
Replace the door  
Remove the linoleum tiles, sand, and seal the floor
- 2) upgrade the coffer dam in the boiler room – Chris will ask Ryans for suggestions – to curb damage from future water leaks in the boiler room
- 3) hire a mason to reset and repoint the NW cornerstone of the building
- 4) install heating tape or comparable system to decrease build-up of ice and snow along the edges of the flat roofs.

- 5) Repair sealant of copper flashing beneath slate roof; check all flashing sealants, extend the rubber membrane up under the slate and shingles
- 6) Install thermostat in the AV/computer mainframe attic space (MCTV) to regulate cooling

The following are additional projects that should be done when possible:

- 7) Carry out “destructive testing” to investigate extend of insulation on roof
- 8) Repair the ridge vent above the 1987 addition
- 9) Undertake an infra-red scan of the library to determine heat loss
- 10) Replace exterior building sealant (caulking) between stones and around windows
- 11) Install a standpipe connected to perimeter footing drainage system around original building

Chris will help organize some projects while David is out of town in September.

The current capital budget includes \$4,000 for new chairs, \$13,000 for information technology, and \$7,800 in carry over funds and repainting money that can be used for moisture issues.

#### **New Business**

a. new budgets for FY2013                      The board reviewed a draft of the operating budget prepared by David and approved a draft that would increase expenditures 5.6% or \$20,812. The wages and benefits will be determined precisely by Bill Finger or Jackie Sullivan. David will submit this budget to Bill next week.

The board asked David to investigate whether contracting for cleaning would save the library money. David will get a copy of the cleaning contract that the police use.

The board discussed a capital budget in broad outline.

**Statistics**            none

**Business for the next agenda** Chris Kirby will be responsible for the library in David’s absence. The board invites Chris to attend their next meeting on September 20 and to email them a status report of the library prior to the meeting. Maria will take minutes. Sandra will prepare the agenda.

The next meeting will be held **Tuesday, September 20** at 6:30 p.m.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

David Clark  
Recording secretary