

## **Trustees of Richards Memorial Library Meeting Minutes 09/12/23**

### **Present:**

Chris Isperduli, Joanna MacGugan, Sandie Fields, Rachel Stone, Cate McCourt (Trustees)  
Pam Chenevert (Library Director), Heather Munroe (Town Administrator)  
(absent: Karen Putney)

- Meeting opened at 7:04—Introductions for new board member, Rachel Stone
- Approval of minutes from 06/13/23—motion to approve minutes passes
- Maintenance bidding discussion with Heather M.
  - RML Gutters:
    - Only one vendor (Gutters by Mac) came out for pre-bid conference
    - Three quotes received; bid usually goes to lowest responsible bidder
    - Expected bids under \$50k
    - Need to notify Historic District committee of planned project
    - Missing certificate of liability insurance from two lowest bidders
    - Next steps: Contact lowest bidder (Gutters by Mac) re: missing insurance; contact references, etc.
    - Need more downspouts to direct water away from flat parts of the roof
  - RML Low Slope Roof Replacement:
    - Priority (Main project): Source of leak from roof into bathroom ceiling
    - Bids sorted by priority roof areas; up to Trustees to decide which areas to fix
    - 2x bidders were on-site
  - RML HVAC Controls:
    - Single bidder came out for walk-through
    - Heather recommends canceling bid from Guardian Management Services and reach out to Apex about not bidding; potentially reissue request for bids
- Staff updates
  - New Saturday sub, two new pages starting soon
  - Nate (lead page) has been subbing Saturdays and will train new pages
  - Will be covered through the holidays
- Circulation
  - No more curbside service; may offer some level of service over the winter
  - Library delivery service available through Council on Aging (COA)
  - Now tracking visitors (estimated for August)
  - Will have more accurate tracking going forward
- Budget
  - Based on pre-reconciliation figures (what Pam actually paid out)
  - FY 2023—spent down to \$74.12
  - Vacation coverage—library needs more from next year's budget for staffing vacation coverage
- Old business—none

- New business
  - Number of signatures needed for all warrants:
    - proposal to reduce signatures to 2 or 3
    - discussion re: pros and cons
    - Motion to reduce number of required signatures from 4 to 2—motion passes
  - HVAC controls: motion to cancel HVAC bid and follow Heather's suggested next steps (contact Apex, consider reopening bidding process)—motion passes
  - Gutter repair: motion to authorize Heather to accept one of two lowest responsible bidders for gutter repairs to be paid from Richards Memorial Trust Interest—motion passes
    - i.e., authorization to vet Gutters by Mac (\$15,000) and FRG Contractor Corp (\$16,312) and move forward with lowest responsible bidder, but we will not move forward with Alfa Design Build
  - Low slope roof: motion to vet and accept the lowest bidder (FRG Contractor) for the entire roofing quote—main project and all five alternate pieces (\$29,373 total) to be paid from Richards Memorial Trust Interest—motion passes
  - Next meeting: 10/10/23 at 7 pm
  - Motion to close meeting—motion passes
  - Meeting adjourned: 8:51 pm