



Lee Public Library Board of Trustees Meeting
Wednesday, June 14, 2023, at 5:30 pm at the Lee Library

Present: Trustees Annie Gasowski, Katrinka Pellecchia, Katrina Rusteika, Deb Schanda, Emily Woodall; Library Director Hayley Van-Gils. Others present: Lou and Carol Grondin, Energy Committee.

Lou Grondin shared information about energy upgrades and possible rebates for the library, emphasizing the importance of insulation in the attic (R 49-60) and air sealing – which involves sealing small gaps with foam insulation. In order to qualify for rebates, an energy audit must be done which involves a blower test (the vermiculite in the ceiling will need to be removed first) and the contractor doing the work must be certified. He has used a company in Rochester, Yankee Thermal Imaging. Deb will share this information with the library's construction firm. The trustees thanked him for the information and stated they would be happy to work with the Energy Committee on any and all grants that would help with the renovation.

May Minutes. Motion to accept as amended (date change); Annie/Deb; passed.

Treasurer's Report. Balances as of May 32: Operations, \$15,118.85; Non-Lapsing, \$8215.10; Savings: \$33,533.41. Motion to accept: Katrinka/Emily; passed. Motion to pay the \$180 invoice for the NHLTA membership dues; Annie/Deb; passed. Hayley said that the American Library Association had returned the check for a past-due bill the trustees had approved paying in May, saying it was unnecessary.

Public Meeting per RSA 202-A:4-c to accept donations. Motion to accept the \$100 donation from KSW law firm for \$100; Katrinka/Deb; passed.

Grants. The \$20,000 LTC grant was accepted at the public hearing on May 31, the money should arrive in July. Hayley plans to schedule the required Community Conversation in September. The Moose Plate grant is ready to be sent in (deadline June:23). State Senator Kwoka graciously sent another letter of support. The next T-Mobile grant deadline is July 1; Katrina suggested using the renovation and reinforcing of the schoolhouse floor as a proposed project since we already have information and costs. The trustees agreed, Katrinka will work on the proposal.

Renovations. Deb has been in discussions with Andy to determine if the signed Milestone contract is sufficient to encumber the unspent portion of the \$100,000 from the Library Capital Reserve Fund voted on in 2021 and extended in 2022 (approx. \$40,000). She also has an invoice from Milestone. Milestone has been in discussions with Longchamps Electrical and Eversource that involve moving the electrical pole, burying the wire and relocating the meter. A 4' trench will be dug so as to not impact any future parking lot plans. Once all the details are in place, the trustees will go to the Select Board for approval. As the timeline for renovations is drawing closer, the trustees agreed to update the Select Board regularly at the Select Board meeting following the monthly trustee meeting – June 26 is the next meeting.

Director's Report. The Summer Reading Program is off to a great start. Staff annual evaluations have been done. The Select Board has requested that the library remove items that are being stored in the old town clerk's office by July 15. The trustees approved Hayley's vacation request for August 3-8.

Human Resources. The trustees approved revisions to the Employee Handbook and agreed to refine Michelle's title to Adult Services Librarian.

Maintenance/CIP. Emily will attend CIP and Financial Planning Tool meetings.

Special Projects. Hayley has a table scheduled for the monthly Farmers' Markets, June 28 is the next one. Katrinka will bring information about the Foundation and renovation.

Other. The NHLTA Trustee Orientation Workshop is scheduled for July 17; Deb and Hayley have registered.

Motion to enter into Non-Public Session per NH RSA 91-A:3 II 9a); Roll Call Vote; passed. Motion to come out of Non-Public and seal the minutes; Roll Call Vote; passed.

The meeting adjourned at 7:43 pm; motion made, Annie/Emily; passed. The next scheduled meeting is July 12, 2023, at 5:30 pm.