

These minutes are dependent on approval of Board of Trustees

James E. Nichols Memorial Library  
Board of Trustees Meeting  
December 10, 2018

**Present:** Trustees Helen Heiner, Jo Morse, Sarah Heath, Karin Karagozian, Lynn Allen, Alternate Trustees Bette Miller, Shannon Whalen, Annette Nichols, Guests Harry Veins, Karen Ponton, Stuart Anderson, Philip Turner

**Excused:** Alternate Trustee Susan Gurney, Librarian Jon Kinnaman

**Call to Order:** by Helen at 4:30pm.

**Previous Minutes:** To be reviewed at next regular trustee meeting in January.

**Treasurer's Report:** To be presented at next regular trustee meeting in January.

**Unfinished Business:** Sarah discussed additional information relative to the updating of patron computer stations, explaining the recommendation also includes the cost of a new router and printer; best to install them at the same time as the new computers. Further costs include removal of old equipment and erasing old hard drives before discarding. After discussion, motion by Jo to accept, 2<sup>nd</sup> by Lynn, motion passed. Our regular December meeting was scheduled for December 17<sup>th</sup>, however not needing to conduct any more business this year and having 12 meetings already, motion to schedule next meeting on January 28, 2019 made by Jo, 2<sup>nd</sup> by Karin, motion carried.

**Structural Assessment of James E. Nichols Library:** Stuart Anderson of Alba Architects presented the first draft of their Structural Assessment Letter Report to the Library Board of Trustees, having previously sent the draft electronically. The purpose of the assessment is to insure the continued use of the library building by addressing immediate repair needs and establishing a long-term maintenance and repair schedule. Since the 1910 building has been recognized on the National Register of Historical Places, Alba was able to access the construction history of the library. "In general, this fantastic building is in remarkably good shape", says Anderson. Additionally the report includes preservation objectives and management goals according to the building's anticipated use. The first draft of the Assessment Report will be sent by Alba to the Preservation Alliance next week; Karen Ponton will attend our meeting when we receive this next report.

**Motion to adjourn:** at 6:31pm, by Karin, 2<sup>nd</sup> by Shannon, motion carried.

**Submitted by:** Lynn Allen, Secretary

**Next Meeting:** January 28, 2019