

**Reuben Hoar Library  
Board of Trustees Meeting Minutes  
Thursday July 25, 2019**

**Meeting Location:** Room 307, Town Offices, Shattuck Street, Littleton

**Commenced:** 7:00 pm, called to order by Mark Rambacher, Chair

**Trustees Present:**

Meera Gill, Member Demetra Taylor, Member David Sill, Treasurer  
Mark Rambacher, Chair

**Absent:** Kristine Asselin, Secretary, Susan Harvey, Member  
Helen Graham, (Assistant Director)

**Library Staff:** Sam Alvarez (Director)

**Public-** None

**Public Participation**

- There was no public participation this month.

**Correspondence**

- MBLC has written a letter confirming that Reuben Hoar Library has received a state funded library construction grant in the amount of \$5,844,747. Our library has until January 13, 2020 to obtain local funding.

**Approval of Minutes**

*Submitted by: Kristine Asselin and Demetra Taylor (Henry Christle has retired from the position of scribe.)*

- June 6, 2019 minutes are not ready.
- June 24, 2019 minutes as amended.

**Mr. Sill moves that the Trustees vote to approve the minutes of June 24<sup>th</sup> as amended. Ms. Taylor seconds the motion [Vote 3-0], passed unanimously.**

**Treasurer's Report**

- As of June 30, 2019, the MMDT balance is \$1,168.55.
- The Building Fund has \$379,793.61.
- A donation of \$9,846.66 of stock has been made to the Rambacher Family Fund.

**Mr. Sill moves that the Trustees vote to transfer the earnings of funds 301 and 304 to the MMDT account. Ms. Taylor seconds the motion [Vote 3-0], passed unanimously.**

## **Friends Report**

- The Friends did not meet this month.

## **Fundraising & Public Awareness Committees Reports**

- Members have been attending Third Thursdays to spread information about the New Building Project.
- Public Awareness has been asking members of the community to send letters of support for the new library to the BOS and *The Independent Eagle*.
- Katrina Wilcox's daughter and her friend have organized "A Read A Thon." Their goal is to raise \$5,000 for the new library. They have raised close to \$4,500.
- Fundraising would like the library to donate a half dozen "I Read Past My Bedtime" t-shirts to the Read A Thon raffle.

**Mr. Sill moves that the Trustees vote to donate a half dozen t-shirts in various sizes to "The Read A Thon" raffle. Ms. Gill seconds the motion [Vote 3-0], passed unanimously.**

## **Trustee Updates**

- Sam and Mark have been meeting with the OPM, The Architect, PMBC, and the Fire Department to speak about access roads and fire safety for the exterior property of the building. They are meeting again Monday July 29<sup>th</sup> at 3pm with the Architect. They are focusing on the Cost Estimates with the Engineer. PMBC asked for permission to discuss with the BOS the option of going CM at Risk.
- Mark would like to thank the library staff for opening the library on Sunday July 21<sup>st</sup> from 12-5pm to help the community during the heat wave. He wishes to thank the staff for coming in on their day off to help.
- No updates from Ms. Taylor, Mr. Sill, or Ms. Gill.

## **Director's Report**

- Margaret Geanisis resigned her position as Library Tech. Her last day will be Friday July 26<sup>th</sup>. Her position will be posted internally.
- The new fiscal year has begun. Ms. Graham has devised a new spreadsheet to keep track of materials spent for the new fiscal year.

## **Old Business**

- None.

## **New Business**

### ***Donor Thank You Letters/Phone Calls***

- Mark volunteers to call and write thank you letters to donors for the month of August.

### ***Credit Card Authorizations***

- Steve Venuti says credit card invoices will appear differently now. Mark suggests that an additional staff member's signature is required to sign off from credit card invoices. Ms. Graham or Ms. Haddach, the staff administrators will sign off on them.

### ***Library Project Marketing/Information Dissemination***

- Mike Lynn approached Fundraising about having a bake sale on October 25<sup>th</sup> during a LHS football game at Alumni.

### ***Ray Grande Memorial Scholarship***

- Tori has completed 85.5 of the 150 required hours for the scholarship. These hours must be completed by July 31<sup>st</sup>. Mark requests the deadline be extended to August 15<sup>th</sup>. The trustees agree. No official vote needed.
- Tori will be pro-rated for the hours she completes.

**Mr. Sill makes a motion to transfer the gains from Account 301-Subscription Fund and Fund 304 Nahum Harwood Fund for a combined total of \$3,154.07 to the MMDT account to pay Tori at a rate of \$12 an hour for completed hours.**

**Ms. Taylor seconds the motion [Vote 3-0], passed unanimously.**

- Declan, a student volunteer has done a tremendous job helping library staff this year. The trustees would like to reward him for his hard work.

**Ms. Taylor makes a motion to award Declan a \$50 giftcard from Kimball Farms for his hard work and hours of volunteerism. Ms. Gill seconds the motion [Vote 3-0], passed unanimously.**

## **Other Business**

- Ms. Taylor mentions the need to plan infoessions before Fall Town Meeting. The trustees will organize four infoessions. The Architect Phil O'Brien will be invited to attend. The Trustees will speak with all the Boards again.

## **Adjournment**

- Ms. Gill makes a motion to adjourn. Ms. Taylor seconds the motion. **[Vote 3-0], passed unanimously. Meeting adjourned 7:54 pm.**

**\*\*Next Meeting is on Thursday September 5th, 2019 at 7:00 pm in Room 307, Town Offices, Shattuck Street\*\***

***July 25, 2019 Minutes Respectfully Submitted by: Demetra Taylor***

***The following documents were physically reviewed during the meeting and are available for Public Record:***

- 1. Reuben Hoar Library Trustee Meeting Agenda**
- 2. The Library Construction Grant Award Letter from MBLC**
- 3. The June 24, 2019 Library Trustee Minutes**
- 4. The Bartholomew Report Ending for the Month of June 30, 2019**
- 5. The Director's Report submitted by Sam Alvarez**

**For additional information please consult the following websites:**

**The Reuben Hoar Library Website:**

**<http://www.littletonma.org/content/19459/19471/default.aspx>**

**The Reuben Hoar Library New Library Project Website:**

**<http://www.littletonlibraryproject.org/>**

**Reuben Hoar Library Meeting Minutes from Prior Months:**

**<http://www.littletonma.org/content/19733/19771/28556/default.aspx>**