

**Reuben Hoar Library
Board of Trustees Meeting Minutes
Thursday September 5, 2019**

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

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

Trustees Present:

Kris Asselin, Secretary, Meera Gill, Member, Susan Harvey, Member, Mark Rambacher, Chair, Demetra Taylor, Member, David Sill, Treasurer
Mark Rambacher, Chair

Absent: None

Library Staff: Sam Alvarez (Director), Helen Graham, Assistant Director

Public- Chase Gerbig, Board of Selectmen, Paul Glavey, Board of Selectmen, Cindy Napoli, Board of Selectmen, Nina Nazarian, Town Administrator

Public Participation

Joint Participation with the BOS

- Mr. Rambacher details information on the building plan. New schematic designs are available in the library.
- \$14.5 million is the new cost of the library. \$125,000 is because of the need of a fire road.
- Final estimate from architect will be available before Town Meeting.
- The BOS and the trustees discuss the list of questions prepared by Ms. Nazarian.
- Members of the audience express their favor of the library and request that the BOS fund inside the levy.
- Ms. Nazarian explains that the BOS have the topic of funding the library building on Monday's meeting. They will be following what they believe are the best financial practices. They encourage the public to attend.
- Mr. Rambacher stresses that the trustees want funding under the levy. The trustees need to know if it's inside or outside, so we can tailor our campaign and inform people.
- Ms. Nazarian says that the BOS will have to decide by September 23rd.
- Mr. Rambacher assures public that the trustees are working on the language of the warrant.

Correspondence

- Skinner has written to state that the Jesus Statue sold for \$1,062. The money will be put in the gift account.

Approval of Minutes

Submitted by: Demetra Taylor

- July 25, 2019 minutes as amended.

Ms. Asselin moves that the Trustees vote to approve the minutes of July 25th as amended. Ms. Harvey seconds the motion [Vote 5-0], passed unanimously.

Treasurer's Report

- The MMDT balance is \$4,284.49.
- The Building Fund has \$382, 511.90. \$100,000 of Project funds have already been taken out.
- The Bartholomew Report is not ready for this month.

Friends Report

- The book sale made \$2,422.
- The Friends will transfer \$15,000 from their donations to the Library Building Fund.
- \$6,000 in museum passes approved.
- Fall book sale is October 17-19th.
- "I Read Past My Bedtime" will be in November.

Fundraising & Public Awareness Committees Reports

- Alex Pratt explained how to canvas. Jen Wilson gave the presentation.
- Susan will hold a bake sale at the football game on October 25th.
- Mark asks if the committees would like to send out an informational card.

Ms. Harvey makes a motion to take \$1,000 out of MMDT to use it for mailing cards prior to town meeting.

Building Project Updates

- We are making progress with CM at Risk.
- Meeting is next Monday at 3pm.

Trustee Updates

- Ms. Harvey explains how some of the trustees went through the old gray boxes to track down past gifts to the library. We need a better system.
- Mr. Sill is going to try to make all the board meetings. Mr. Rambacher is attending all the BOS and FinCom meetings. He will talk to Park & Rec Tuesday and COA in October.

- Mr. Rambacher is working on a letter to large donors on why they should support the project.
- Ms. Asselin's daughter was a recipient of many prizes from the YA Summer Reading program. She has been to all the Third Thursdays and has had fun informing the public about the project.
- Ms. Gill wants to give a shout out to her daughter for reading 100 hours for the summer reading program.
- Ms. Taylor praises YA librarian Jenna for her excellent recommendations of YA books for her daughter. Her daughter has read half of her recommendations and enjoyed the books.

Director's Report

- Sam forgot copies of the Director's Report, so the trustees could not discuss it. Please view the posted document online for updates on library happenings and stats.

Old Business

Donor Thank You Letters/Phone Calls

- Mr. Rambacher will continue to call.

New Business

Warrant Article Discussion

- Steve Venuti and Steve Moore are going to Town Council to vet the language.

Other Business

- None.
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Adjournment

- Ms. Taylor makes a motion to adjourn. Ms. Asselin seconds the motion. [Vote 5-0], passed unanimously. Meeting adjourned 9:05 pm.

****Next Meeting is on Thursday October 3rd, 2019 at 7:00 pm in Room 307, Town Offices, Shattuck Street****

September 5, 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 July 25, 2019 Library Trustee Minutes**

3. **The Director's Report submitted by Sam Alvarez**
4. **Town Warrant Language from May 2019**
5. **Questions about the Library Project Submitted by Nina Nazarian, Town Administrator**

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>