

**Reuben Hoar Library**  
**Board of Trustees Meeting Minutes**  
**12/5/19**

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

**Commenced:** 7:00 p.m.

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

**Library Staff:** Sam Alvarez, Director, Helen Graham, Asst. Director

**Public:** Margaret Gibbs

**Public Participation**

The decision was made to postpone speaking with Ms. Gibbs until later in the meeting when we discuss her proposal.

**Correspondence**

None

**Approval of Minutes**

Submitted by Kris Asselin and Susan Harvey

Review of 10/3/19 and 11/7/19 minutes

Ms. Asselin moved to approve the minutes of both meetings.

Ms. Taylor seconded the motion and the motion passed unanimously.

**Treasurer's report**

Submitted by David Sill

MMDT Operating Account balance is \$2,629.77

The Building Fund balance is \$487,992.19

The Bartholomew Report balance is \$1,358,810.43

The discussion of transferring funds was postponed to Other Business.

**Friends of the Library Report**

Submitted by Meera Gill and Sam Alvarez.

Four new members joined the Friends in November. The YTD membership is up overall.

There was discussion about the mailing in March to grow membership.

The Friends are also hosting Letters to Santa again this year.

Giving Tuesday on 12/3 was posted on FaceBook.

The 3rd Annual Mini-Golf event is scheduled for March 27 and 28. The Friends are pursuing a license to serve alcohol on the Friday night.

Firming up dates for the events on the yearly calendar was discussed.

There was no quorum at the most recent meeting, so the Friends will have to vote to transfer money to the Trustees at a later date.

They would like reimbursement for postage from the Trustees for the postcard mailed out prior to the vote at Town Meeting. When we find out how much it is, we can pay out of the \$1500 we previously voted to give them for postage.

The Friends have spent \$2500 for programming and \$2500 for museum passes.

### **Fundraising and Public Awareness Committee**

There was no meeting on December 2nd due to snow; the meeting has been rescheduled to 12/9 at 7:00.

Grant applications are being worked on for accessing corporate level funds.

I Read Past My Bedtime will be held on January 31st.

### **Building Project Updates**

Submitted by David Sill

The Building Subcommittee met with the CM at Risk on Monday 12/2. At the meeting they set up a schedule for construction. Members went through every page of the plans and made some minor changes; overall, the meeting went well.

The next meeting of the Building Subcommittee will be scheduled for after Christmas, date TBA.

Two notes: The access road needs to be 16 ft. wide to support a fire engine, and the handicapped access might be shortened, though still in compliance.

### **Trustee Updates**

Mr. Sill commented that they will be undertaking a learning curve for understanding the building process.

All members noted they were excited to be at the annual Holiday Bazaar on Saturday 12/7.

Ms. Asselin has a new book which she will present to the Children's Room, entitled History Uncovered: The USA

The Library table will need bakers for the Holiday Bazaar.

### **Director's Report**

Submitted by Mr. Alvarez

Sam met with Nina, Liz, Alicia to discuss the new address for the new library; it was decided the address would be 35 Shattuck Street.

The Town is getting a new Assistant Town Manager - Joe Laydon - who will come by RHL on Monday to introduce himself to the staff.

### **Old Business**

Ms. Margaret Gibbs made her presentation on Terracycle. She explained that the library was a perfect place for this program of recycling items that the Transfer Station will not take because everyone is welcome at the Library and it is open more hours than the Transfer Station is. IN addition, the Transfer Station is only open to those townspeople who pay to use it. The individuals running the Transfer Station have indicated that if everything was recycled, the fee to use the TS would be reduced. The Transfer Station has had a bin for Terracycle since September.

How it works: Ms. Gibbs collects the recycled materials weekly and sends the materials - weighs the box, gets points for the weight, puts it on the account and she gets to have the points turned into money to be sent to non-profits that are local. The Library is an ideal non-profit.

Westford Library has had one for ten years. Indeed, the town has a program called "Upcycle It" - Sustainable Westford

Westford has recycling bins in all school rooms. Ms. Gibbs is in talks with the schools here in Littleton.

Discussion: Where would we put the barrel? Inside vs. outside - trash inside is not a great idea. The Westford Starbucks has one.

Items to be recycled: Oral care products are small, vitamins, minerals, air fresheners, Tide plastic parts, pet food bags

A yellow bin would be better because people might get confused with regular recycling.

It was decided that the Library would try the Terracycle bin on a trial basis. Sam will work out the details with Ms. Gibbs.

A motion was made by Mr. Sill to accept this idea on a trial basis.

Ms. Asselin seconded it and the vote was unanimous.

### **New Business**

#### MBLC Contact/Agreement

Nina wants the Trustees and Selectmen need to agree and sign it. The agreement states that the Library has to be a library for the next 20 years.

Mr. Sill made a motion to give approval of the documents and have Mr. Rambacher be the Trustee who signs them.

Ms. Gill seconded the motion and the vote was unanimous.

#### Scholarship

Mr. Alvarez has revised the application for the Ray Grande Scholarship to clarify the expectations of the scholarship recipient. A few changes suggested.

Mr. Sill made a motion to accept the application form as amended. Ms. Taylor seconded the motion and the vote was unanimous.

#### Transfer of Funds

From Ending Earnings.

Mr. Sill made a motion to withdraw \$15,000 for materials from the Book Fund accounts in the following amounts:

\$9,000 from the Bradford Sampson Fund, #107

\$5,000 from the Reuben S. and Mary Ann Hoar Memorial Fund, #108

\$1,000 from the Reita I. Bean Fund, #109

Ms. Taylor seconded the motion and the vote was unanimous.

#### Strategic Plan/Mission Statement

Mr. Alvarez provided us with a 17-pg. document for us to review and approve at the next meeting.

#### Grant Application Procedures

Mr. Rambacher stated that the Fundraising Committee is looking at grants.

Discussion about the Trustees working more closely with the Fundraising Committee on the grants, as only the Trustees have signatory power. Ms. Asselin offered to review grant

applications prior to submission and suggested a more formal process to get authorization. She will work with Mr. Rambacher on this.

Mr. Rambacher explained that the Littleton Rotary wants to make a donation and wants to buy the naming rights to the large meeting room, but doesn't want to pay their donation directly into the Building Fund; they would prefer to give us the funds with no restrictions as to how we spend it, but we need to create a separate account or put it into a general contributions fund that also exists and get Selectmen's approval. We can spend the entire amount and could possibly use it for programming for the next several years.

Ms. Asselin made a motion to authorize Mr. Rambacher to attend a Selectmen's meeting to ask them to allow us to accept the funds. Ms. Gill seconded the motion. The vote was unanimous.

Mr. Rambacher noted that being a "green community" means we can apply for "green" grants - solar projects. He is looking into the possibility of doing this and how we would go about it. The new Library building will be designed to support solar panels just in case.

The date of next meeting will be on January 2nd, 2020 at 7:00 pm. Ms. Asselin said she would take notes next time.

Mr. Sill made a motion to adjourn, seconded by Ms. Gill and unanimously approved at 8:38 pm. Respectfully submitted,

Susan M. Harvey, Trustee