



Nesmith Library Board of Trustees



Tuesday, April 17, 2018

FINAL - Minutes

Present

Trustees: Tara Picciano (Chair), Michelle Stith (Vice Chair), Alberto Chang (Assistant Treasurer), Karen Moltenbrey (Corresponding Secretary), Neelima Gogumalla (Member at Large)

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Members of the public: Peter DeSalvo and colleague, Ron McPhail and colleague, and Matthew Burke, all representing contracting firms that submitted bids for the new library roof.

Absent: Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary)

Call to Order: The meeting was called to order at 7:02 p.m. by Tara Picciano

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the March 2018 meeting were presented.
- **MOTION:** Made by A. Chang to accept the meeting minutes from March 2018 as submitted. Seconded by M. Stith. **Vote:** Passed 5-0.
- Gifts: No gifts were received since the last meeting
- Correspondence: No new correspondence was presented.

Presentations and Reports:

FLOW:

- No FLOW representative was present.

Old Business:

Bid award for library's new roof:

- The bid-opening discussion under Old Business was moved forward in the agenda, as there was a number of representatives from roofing firms that submitted bids present to answer any Trustee questions.
- The contractor companies in attendance were: DeSalvo Contracting of Hudson (Peter DeSalvo and colleague), McPhail Siding and Roofing of Windham (Ron McPhail and colleague), and M. Gendron & Son of Derry (Matthew Burke).
 - The bids were opened on April 10, 2018, at 2:00 p.m. by C. Heidenblad; present were M. Stith and N. Gogumalla.
 - C. Heidenblad noted there had been a good response in terms of the bids; all were similar in terms of the work specification/materials/warranties/bonds except for Modern Construction, the low bidder, which did not have a performance bond as specified in the bid request.

- C. Heidenblad received good references and feedback about the vendors present and from iROOF LLC, another of the lower bidders.
- R. McPhail commented that he knows all of the companies present, and any one of them will do a good job. Although, he is surprised by Modern Construction's bid, which was significantly lower than the others'. He doesn't understand how the job could be done for that price.
- C. Heidenblad said he was astonished at the large disparity between the higher bids and lower bids, as the difference was fairly significant. He conducted walk-throughs of the project with all of them and voiced the same concerns to all of them. Some of the bidders climbed onto the roof and through the rafters for a better look, and all had a good sense of what the library was looking for in terms of the job.
- The biggest concern was a leak above the furnace room where the roof had deteriorated more than in other areas. The area will be repaired when the roof is replaced. No mitigation on the spot would be needed; good-quality shingles like those that had been specified in the bid request should omit situation from occurring in the future.
- N. Gogumalla asked about the impact on the roof should solar panels be added in the future. M. Burke advised that the same company that does the roof should be the one to install solar panels due to the issue of warranties and responsibility should a problem occur down the road. The other contractors agreed with him.
- M. Stith inquired about public safety during construction. The representatives present said they have worked under similar conditions in the past on municipal and industrial projects, where the building had to remain open to the public during construction. They each stated they take precautions.
- The representatives left the meeting, and discussion among the Trustees continued. C. Heidenblad said there would likely be a day or so when the library would have to close to the public but the staff would still work during the construction of the front of the building. He would like to see the project start in April and finish before June, so it is complete before the summer reading program.
- The Trustees and C. Heidenblad discussed the large discrepancy in pricing between Modern Construction and the next lowest bid, DeSalvo. All expressed uneasiness over that and the lack of Modern Construction's performance bond.
- **MOTION:** Made by N. Gogumalla to accept the bid from DeSalvo for replacement of the Nesmith Library roof ; seconded by M. Stith. N. Gogumalla amended the motion to include the bid price from DeSalvo of \$62,300; seconded by M. Stith. **Vote:** Passed 5-0.

(Continuation of Reports)

Treasurer's Report:

- A. Chang (Assistant Treasurer) said there is no report.

Director's Report:

- Fire Safety: A staff meeting was held April 13, and fire safety was discussed, such as alarm and exit procedures and meeting locations when an emergency occurs. The next staff meeting will be May 11. C. Heidenblad would like to invite some public safety representatives to that next meeting.
- Building/Property: C. Heidenblad met with Jack McCartney, Town Maintenance/Highway Agent, who answered many questions pertaining to the building and property maintenance.
- Personnel Manual: C. Heidenblad would like to review the personnel manual with the Trustee Personnel Committee later this month and with Paula Carmichel, the town's HR rep.

- Overdue Fees: C. Heidenblad reminded the Trustees about the no fines recommendation by the staff. T. Picciano would like to have all the Trustees present for the vote.

Old Business (continued)

Library Logo

- T. Picciano said the Publicity Committee met March 23, 2018, and agreed that the Trustees should seek bids for the creation of a new logo for the Nesmith Library, and the price should be under \$1,000.
- D. Mayr will provide the list of formats needed for the logo.
- **MOTION:** Made by M. Stith to accept the recommendation of the committee and advertise that the Nesmith Library is seeking proposals for a new library logo, with the price not to exceed \$1,000, and with the wording of the advertisement to be coordinated by D. Mayr. Seconded by K. Moltenbrey. **Vote:** Passed 5-0.
- **ACTION ITEM:** Anyone with ideas for a tagline for the logo should email it to C. Robertson Souter at catsout@nesmithlibrarytrustees.net

Shortcake Table

- M. Stith reminded the Trustees to sign up for time slots for the Strawberry Festival's shortcake table.
- C. Heidenblad said the staff was looking at ways to spruce up the staff table there and brought up the possibility of having the staff assist the Trustees with the shortcake table in lieu of the staff's usual table, which is used mostly for library card and other sign-ups. It also contains a slide show.
- M. Stith suggested moving the staff table inside to the cafeteria and have the slide show run as people wait in line for the shortcake.

Library Week:

- M. Stith suggested the staff and Trustees come up with a fun activity or event to promote National Library Week (NLW) and the Nesmith Library during next year's National Library Week (April 7-13, 2019). Each year there is a theme to NLW, and it is usually announced later in 2018.
- **ACTION ITEM:** M. Stith will research the topic and form a committee.

Regional Meeting:

- K. Moltenbrey attended the regional library meeting held recently in Hudson. Discussion there focused on making sure library directors were reviewed yearly. K. Moltenbrey provided T. Picciano with hand-outs (sample review forms) from the meeting.
- Also discussed there was the need for job descriptions for volunteers, who could pose an insurance liability. S. Brikiatis said when she gets volunteers from the high school, she always goes through the school.

MOTION: To adjourn the meeting made by N. Gogumalla. Seconded by A. Chang. **Vote:** Passed 5-0. Meeting adjourned at 8:34 p.m.

Respectfully submitted,
Karen Moltenbrey