

LIBRARY ADVISORY BOARD MINUTES

SOUTH BERWICK PUBLIC LIBRARY (July 17,2012)

A meeting of the South Berwick Library Advisory Board took place on Tuesday, July 17, 2012. The meeting opened at 6:15 pm. In attendance were: Elaine Pridham, Peter Howell, Tim Benoit, and Al Whitaker. Karen Eger, the Director of the Library also was present. Maya Bogh, a guest, also was in attendance.

The first item of business was the adoption of the minutes for the meeting of June 19, 2012. Mr. Benoit moved and Mr. Howell seconded a motion to accept the minutes. The motion was approved unanimously.

Discussion then moved to circumstances surrounding the new Library. Ms. Eger observed that not much had been done since our last meeting. New triple-pane windows with UV filters were put in around the altar. Ms. Eger anticipates occupying the balance of the building by early fall. She reported that \$30,000 remains to complete work on the building. Progress on completion is governed by the amount of money raised by the Friends.

Ms. Eger went on to explain that the next phase of the project will be to get furnishings and equipment. Tucker has been contracted to design the F&E plan, but furnishings and equipment remains to be funded. Ms. Eger was very complimentary about the work done by Tucker.

An extended discussion then occurred over past problems with the [project.

Relative to a problem involving the locking of the doors, Mr. Benoit asked a question about the doors. Ms. Eger explained that the front door was different from what was originally specified with the result that non-conforming hardware was used on it. This has lead to uneven performance in the locking capacity of the door. She indicated that the locking capacity of the door remains erratic. Mr. Benoit asked if corrections have been offered. Ms. Eger offered the opinion that the entire door needs to be

replaced with a metal door. It remains her opinion that a new metal door would solve the recurring problems. She indicated that the Town Manager is aware of the problem and that the problem will be addressed, although it is not on the agenda at the moment.

The problem surrounding the doors has impacted the availability of the Library to events of small, local groups. To facilitate the use of the Library by small groups, Ms. Eger suggested that she would need additional staff help, as well as the assurance that the doors could be locked securely when an event concluded. Mrs. Eger explained that internal meetings with town officials will be taking place to consider the use of town space by local groups. Mr. Whitaker suggested that such meetings might be a good place to voice her need for additional staff assistance for such activities, as well as the need to upgrade the security of the front doors.

Regarding security, upon the suggestion of Mr. Howell at an earlier meeting, Ms. Eger had checked with a number of communities of a size similar to South Berwick to determine what was being done about security for libraries. Ms. Eger indicated that she had found that practice in this connection, varied widely from town-to-town. She noted several particular towns with security practices ranging from virtually nothing to elaborate systems.

While discussing security, Mr. Howell observed that the building has fire alarms which likely were monitored at an off-site location. His line of thought was that monitoring fire alarms was along the same lines as monitoring intrusion alarms. They depend on the same technology. He raised the question of what additional costs might be incurred for adding intrusion monitoring to the extant system. Ms. Eger will check.

A suggestion was raised about the possibility of asking the Town Manager to attend a meeting to discuss concerns about security at the Library. Mr. Whitaker asked Ms. Eger to consider that possibility and, if she thought it useful, to extend an invitation to Mr. Ellsworth. She said she would consider the idea. In the course of this discussion, Ms. Bogh expressed the opinion that it would be difficult to justify any loss at the Library to the community after the amount of money being spent on the building.

Ms. Eger then spent some time detailing furnishings which are being planned for the interior. She explained some changes in space use which have occurred since the original plan was developed.

Mr. Whitaker asked what the total budget for the project will end up being. Ms. Eger said that she would check to get a figure on total project cost.

Ms. Eger then reported on a visit to the new Library by representatives of the EPA. The EPA is giving recognition, under the Brownfields grant, of the work on lead paint and asbestos abatement. The EPA plans to use the South Berwick project as an example of good practice, in this regard.

Attention then shifted to *Old Business*. Ms. Eger asked for reaction to the internet policy which she had distributed earlier. Mr. Whitaker expressed the sense that it was concise and to the point. Mr. Benoit seconded that opinion.

Ms. Eger raised another question on policy: Does a policy on fines need to be passed by the Town Council, or can the Library Advisory Board act on it. Ms. Eger will check with town authorities to determine if the Library Advisory Board can vet policies on fines, or whether they need to be submitted to the Town Council.

As security already had been discussed, this item was passed over.

Discussion then moved to the by-laws. Earlier a question arose over what the proper number of members of the Library Advisory Board should be and how that influenced the definition of a quorum. Ms. Pridham was certain that the number had been changed, at an earlier Board meeting, from seven to five. The question came to be whether that action was ever submitted to the Town Council for ratification. Ms. Pridham thinks that the number constituting a quorum also was changed, from four to three. Ms. Pridham will check her minutes to see if she can find the action in them. The discussion then broadened to the responsibilities of the Board with the understanding that this subject will be taken up at a future meeting.

Under new business, Ms. Eger announced that a new Board appointment was needed to fill the position formerly held by Ms. Agrafiotis. Ms. Bogh was in attendance to determine if she wished to be considered. Ms. Bogh indicated that she will need some time to decide if she wishes to be considered.

A question then arose about how to recognize the service of Ms. Agrafiotis. This will be considered at the next meeting.

At 7:25 pm, Mr. Howell moved and Mr. Benoit seconded a motion to adjourn the meeting. The motion passed unanimously.