

Newmarket Public Library

Trustees Meeting

*April* September 27, 2017

1. Friends Report – Sandy
2. Approval of Minutes – March 21, 2018
3. Treasurer's Report – Rod
  
4. Director's Report
  
5. New Business
6. Next Meeting – May 23, 2018
7. Adjournment

**Greg Marles will be joining us to discuss CIP.**

# Newmarket Public Library Trustees

## Meeting Minutes

*Approved*

April 19, 2018 meeting

Present: Trustees Rod Crepeau, Joan DeYoreo, Mary Mahoney, Amy Nicholson, Lisa Zhe, Library Director Carrie Gadbois, Friend liaison Sandy Bonin.

Guest speaker - Greg Marles, Newmarket Director of Facilities

**1. Report from Greg** - He was in attendance to discuss the painting project. He said he's done a lot of historic renovations and the cost depends on how much work is done. For example, my bid went with scraping and repainting, did not get into restoring the plaster. To restore that back to original condition would be thousands of dollars. There is a difference of price structure, to restore gets very expensive, and you might not have the funding for that. He said the longevity of the project would be 7-10 years, it cannot be compared to a house because of the traffic. With a 7-10 year plan, you focus on one project or area every two years, then by the end of 10 years, you're back at the beginning. I did a library renovation three years ago. It's not like we were painting all the time; we'd pick the slowest period and target an area to work in. This way you can plan for the money and the library always looks in decent shape. It takes a lot of planning and commitment. It's called life cycle planning, knowing where your expenses are. It allows you to keep your building in great shape. One and a half to two percent of your building's asset should be put back into your building annually. If you do a complete restoration painting job now, that will cost a lot of money. Mary said we received a bid for \$50k and asked if it wouldn't be cheaper to do it all at once rather than to spread it out over years. Greg explained that if you do it in sections, the building always looks fresh. The Cape Elizabeth library project took eight years including six years to get the

project going, a \$5 million job. Carrie said to get the entire library looking good now would take 8 years. The entire library was painted 16 years ago, she said. We received two bids for both around \$50k. Greg said we would need an RFP (request for proposal) with details and put it out for public bid. We wouldn't go with the low bidder, but the lowest qualifying bidder. It's not always about price but also about experience and working knowledge. Greg also said we can have some of our own staff do some things in-house, the simpler things that don't require an expert. Mary said we've done a lot of upgrades recently - carpeting, furnace, Greg said he strongly recommends the 10-year-plan. He said he can do up a spreadsheet of capital improvement items. This will help ID ongoing maintenance needs. His first step will be a get a complete building survey. Carrie said she would be able to help him with this. It is a living document, would move forward every year. Regarding the landscaping, Greg said if a project is under \$999, he doesn't have to go out for competitive bids. If it's between \$1,000 and \$10,000, he has to get three bids. More than that and he needs plans, specs, and a bid. He said he would be willing to take the drawings and work up a RFQ. He can do a preliminary cost analysis to give us an idea how much we would need to fundraise.

## **2. Friends Report**

The DVDs are now stored behind the desk. There will be an outdoor book sale in conjunction with the Blooming Newmarket Plant Sale on June 2. The book sale will be upstairs and online, Alexa will put up signs so people are aware which books are for sale, not for lending. They approved purchase of four museum passes - Bedrock Gardens (Lee), Woodman Museum (Dover), Currier Museum (Manchester) and Carterbury Shaker Village. Also approved \$511 for juvenile shelving. Received a total of \$826.57 in donations (for memberships plus donations). Sandy also inquired about the outdoors - the bike rack will be turned around for ease of access by the DPW and the benches will be anchored to the boulders.

## **3. Minutes –**

*Trustees unanimously approved the March minutes as amended.*

**4. Treasurer's report –**

*Trustees unanimously approved the Treasurer's report.*

**5. Director's Report** – The new copier is working very well. B&W copies are ten cents, color are thirty cents each. It's doubled for double-sided copies. Faxing is \$1 per page, with international faxes at \$4 per page. No charge for scanning to email. 28 people attended the Blooming Newmarket talk. Due to some miscommunication at the meeting, Carrie and the trustees decided to add an equipment form to the room reservation form. Carrie will write that up.

The New Hampshire Library Trustee Conference will be held May 14. Carrie, Joan and Amy will attend.

*Meeting adjourned 2 p.m.*

The next meeting will be May 23 at 12 p.m.