

Talcott Free Library Board Meeting
March 6, 2017
7 PM

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats, preserves local history, supports educational endeavors, and supplies community information.

Present: Bailor, Butler, Eggers, Kovanda, Mohring, Zimmerman, Gove
Absent: Baines

The meeting was called to order by President Butler at 7:06 p.m.

Public Comment: None

Secretary's Report: Kovanda moved to approved minutes seconded by Mohring. Approved.

Treasurer's Report: Zimmerman moved to accept the treasurer's report seconded by Bailor. Approved.

Librarian's Report: Nothing unusual this month. Mohring moved to accept the librarian's report and pay the bills, Zimmerman seconded. Approved.

Current web-site is not particularly mobile user friendly. There is now an app for NIC libraries that can be used but our website doesn't really match. Gove would like approval to spend \$5000 of reserve money to update the website. Peter would put together the website himself, set up some tests, plug-ins and back-ups as part of the fee. There would be a monthly fee if we had a third party host the site but it would not be entirely free even if we hosted the site. WordPress would be used as the platform which is easy to use. Once it is live, one of the staff members could keep the site updated for day to day changes. Only one staff member is able to update our current website because it is so complicated. Mohring felt the price was high and wondered if it could possibly be done for less. Gove will talk with Peter again to try to obtain more specific information.

Building and Grounds report: HVAC unit over fish room stopped heating. Control board needed replacing for \$1200. Commercial Mechanical replaced.

Old Business: The by-laws were updated specifically for employee expense reimbursement. Kovanda moved to approve the amended version of the expenses section of the by-laws seconded by Zimmereman. Approved. Bailor moved to approve the change in the timing of the library director evaluation by the trustees from August to April in the by-laws. Seconded by Mohring. Approved.

Gove created a new lease for the Dairy Haus using various commercial leases viewed online as templates. Current charge was \$4200 for one year. Dairy Haus pays taxes and insurance which brings the price to around \$7000 per year. Base rent was \$350 per month plus \$2000 in taxes and \$600 in insurance for this past year (\$7133 plus change). Commercial leases usually are for 5-10 years. However, library can only enter into contracts of two years in length because of potential changes in the board members. It's not necessary to increase the base rent each year as the taxes and insurance will go up each year anyway. Library is responsible for roof, foundation, exterior of the building and parking lot space. Windows and doors are not included in the exterior nor is plumbing and HVAC. Board decided to raise the rent to \$4800 per year for the next two years starting in May. Motion by Kovanda seconded by Bailor. At that time the rent could be raised if the board so determines.

Premier Pavement Solutions was only business to responds to inquiries about the parking lot repair and reseal estimates. Estimate is just under \$3000 which we do not have within the current budget. It would need to come out of our reserve funds. Winter has been hard on the lot. We now have three large

pot holes as well as many cracks. Mohring moved to accept the bid from PPS, seconded by Bailor. Motion approved.

New Business: Gove attended the tax defense group. There is nothing we need to do at this point. It is assumed we will pitch in on the cost if this group were going to defend anything legally that may affect us.

Butler suggested replanting the yew bush and spirea that belongs to the library in our landscape now that the tree in front of the library has been removed for road construction. Road construction will start April 3rd. Feasibility of replanting will depend on how soft the ground will be by that time.

Zimmerman moved to adjourn, seconded by Eggers 8:02 PM. The next regular meeting of the library board will be April 3, 2017 at 7:00 PM.

Respectfully submitted,

Leslie Eggers
Secretary