



# Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852  
Ph. 603-473-8535 [www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

## Milton Free Public Library Trustees Minutes November 6, 2014

**Attendees:** Laurie Palmeira, Larry Brown, Betsy Baker, Les Elder, Mike Beaulieu, Nick Marique, Pat Smith, & Pam Smith

The meeting was called to order at 6:00 PM by Les Elder.

There was discussion regarding the status of the library repairs. The bid from R.E. Plant to install a new fire escape from the second story egress increased from \$8,000 in March 2014 to \$26,000 in October 2014. Nick Marique explained the difference between “repair” and “replace”. The existing fire escape can be repaired as it is and will not need to meet the new aspects of the building code. If the fire escape is completely removed and a new one installed in its place, then all current safety and building codes must be met. Nick Marique also confirmed that the Milton Fire Department did not mandate the replacement of the fire escape. Discussion ensued regarding the lack of comparative bids to justify the high cost of egress replacement. Both Pat Smith and Nick Marique suggested hiring an engineer to draw up a design plan for the fire escape in order for interested contractors accurately price and bid the work. The Town of Milton currently has two architects working in town – one that is working on the fire station design and one for the school. Nick Marique will speak to both of them to see if he can obtain an approximate cost to have an engineer draw up a fire escape plan.

In order to ensure prudent management of town funds, Les Elder made a motion to allow Fire Chief Nick Marique to explore approximate costs to hire an architect/engineer to draw up design plans for a replacement fire escape. Larry Brown seconded. All in favor. The initial cost information will come through Nick Marique who will pass the information along to the Trustees and Pat Smith.

Discussion ensued regarding a quote from J&S Tech Electric dated October 11, 2014 to complete optional but recommended code compliant repairs including adding a dedicated power outlet for the sump pump, addition of an emergency EXIT light at second floor egress, replacement of GFCI at second floor storage area, and bonding water main to main service panel. Les Elder made a motion to move forward with the suggested upgrades by J&S Tech Electric and to hire them to complete the recommended work for a sum of \$657.20. Monies will come from the 2005 MFPL Capital Reserve Fund. Larry Brown seconded. All in favor.

Betsy Baker gave the Librarian's report. Over 30 children attended the Halloween party which was a great turnout. During the month of October 445 patrons visited the library bringing the January-October total patron count to 3,372. The use of the overdrive system was recorded at 42 users.

Betsy Baker met with Liz Dionne and she explained that nothing additional could be included in the default budget except the 1.7% employee COLA. Betsy Baker further explained that it will be easier to track postage use if there was a specific line item in the budget to do so. Les Elder made a motion to change line item 620 Supplies Office/Building to \$1,499 from \$1,500 and adding the \$1.00 to line item 620 Postage which previously had a zero dollar value. Larry Brown seconded. All in favor. Les Elder made a motion to add 1.7% COLA to the budget for salaries effective July 1, 2015 to line item 120. Larry Brown seconded. All in favor. *(The exact date of the 1.7% COLA will be reflected as of July 5, 2015, which is the first pay period in July).*

Les Elder gave the treasurer's report. There is currently \$972.86 in the checking account. \$16 was obtained from the 'guilt' jar and a grant check in the amount of \$8,000 was received from New Hampshire State Council on the Arts for replacement of the access ramp. Discussion ensued about having a dollar amount threshold in which two Trustee signatures are needed. Larry Brown made a motion add the policy requirement that two Trustee signatures are necessary when withdrawals are made over \$1,000. Les Elder seconded. All in favor.

Les Elder presented that the budget was at 75% explaining that the library was in great shape. Approximately \$12,000 is left in the budget due to the library staff aggressively trying to save on purchases and expenses. Betsy Baker mentioned that a new notebook computer that was able to connect to the existing technology devices would allow her to work more efficiently.

There is currently \$21,643 in the MFPL Capital Reserve Fund and \$20,000 plus interest in the Repairs and Maintenance Fund.

Larry Brown made a motion to approve the October 2, 2014 minutes as written. Les Elder seconded. All in favor.

Laurie Palmeira discussed future grant possibilities for an elevator. There are two local charitable foundations she has looked into as well as a Public Facilities Grant through Community Development Block Grant (CDBG). Although the CDBG grants are competitive, the Public Facilities Grant will fund accessibility grants to municipality owned public buildings. A feasibility study should be conducted first to determine where the elevator could be installed and what type is needed. Larry Brown made a motion for Laurie Palmeira to explore elevator grant possibilities. Les Elder seconded. All in favor.

The next meeting of the Library Trustees will be December 4, 2014 at 6PM at the library.

Les Elder made a motion to close the meeting at 7:28 PM. Larry Brown seconded. All in favor.

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Les Elder

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Laurie Palmeira

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Larry Brown