

Mark & Emily Turner Memorial Library  
Board of Trustees Regular Meeting Minutes  
Thursday, August 31, 2006

The Mark and Emily Turner Memorial Library Board of Trustees met on Thursday, August 31, 2006 at 3:30 p.m. Trustees in attendance: Kevin Sipe, Chair; Elaine Sipe, Treasurer; Nancy Roe, Secretary; Judith Burleigh, Paul Hamlin, Earl Roy, Ex-officio Spike Savage, and Assistant Librarian, Susan McPherson. Not present, Librarian Sonja Plummer-Morgan and Trustee Joseph Zubrick. Also, guest architect Mark Carter, AIA from North Peak Architecture.

Kevin called the meeting to order at 3:30 p.m.

Paul Hamlin updated the Trustees on the discussions and actions of the Building Committee, focusing placement of an elevator, the possibility of not adding square footage, but an elevator and entrance. Mark Carter suggested that the Trustees build a modest addition rather than just an elevator and entryway. Mark roughly estimates that an expansion of 6,900 square feet would be around 1,000,000 to build but that could be scaled back to 5,700 square feet, resulting in an increase of 2/3 more usable space in children's and 40% more space in the adult section. Discussion followed.

Kevin suggested that Mark Carter, the Librarian, and he meet to discuss the increase in square footage relative to the cost and whether that is adequate for the projected space needs. Nancy Roe remarked that the building expansion reflect the library needs in the future. Paul Hamlin remarked that he felt the expansion should be feasible. Kevin commented that future use of the stairwells (since the expansion fulfills the two exits required, rendering one of the existing stairs unnecessary) could be office space.

Kevin discussed funding streams for Jane's Trust and the Maine State Library New Century matching grant. Also mentioned was whether the Trustees felt that a City Council Member should be included as a member of the Building Committee. Elaine Sipe suggested that former Economic and Community Development Director, Jim Brown also be asked. It was decided that Kevin will request through City Manager Tom Stevens that a Councilor be invited and he will also contact Jim Brown.

Mark Carter reminded Trustees that increased heating costs must be considered. Paul stressed the need to make the library more accessible by adding bathrooms.

Earl Roy asked if price quotes included hard wiring. Mark Carter replied that the estimate included everything but loose fixtures. Other points of discussion were whether the building in its entirety would need to be ADA compliant. Mark stated that if there is an expansion, the entire building would need adjustments to be ADA compliant. Mark also said the electrical system may also need updating as will carpeting.

Further discussion of Jane's Trust and the size of the request from that funding stream took place.

A Building Committee meeting is scheduled for September 9<sup>th</sup> at 3:30 p.m.

It was unanimously moved and approved to accept Minutes from previous meeting.

For the Treasurer's Report, Elaine Sipe requested that the Trustees purchase a software program, Quick Books, to improve accounting efficiency. It was unanimously moved and approved to purchase software program in the amount of \$129.00. The Treasurer was authorized to transfer \$981.00 from one account to another.

It was unanimously moved and approved to accept the Treasurer's Report as written and presented.

Kevin suggested that the librarian and Spike and himself submit the Charitable Trust records of each fund to attorney Hugo Olore for an opinion on which funds were unencumbered and what portion may be used to build an expansion. Discussion followed with the Trustees asking when the Charitable Trust became designated a 501c3 organization?

The question of how to receive funds should grants be given for the project arose. The Trustees discussed this and concluded that money should be released to the Charitable Trust.

It was moved and unanimously approved to proceed with an expansion of the library for 5,700 sq. ft. or 6,700 sq. ft. and to seek funding streams such as Jane's Trust to fund the project.

Next meeting is scheduled for Thursday, September 21<sup>st</sup> at 3:30 p.m. On the Agenda is a visit from Merrill Merchants Investments representatives.

It was moved and approved to adjourn at 4:50 p.m.

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Attest: Nancy Roe, Secretary