

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR MARCH 12, 2019**

**TOWN CLERK**  
**TOWN OF SANDWICH**  
**OCT 09 2019**  
9 H 00 M A M  
**RECEIVED & RECORDED**

**Present:** Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, William Fleming, Katie Miller, Bill Wagner and Library Director Joanne Lamothe

**Absent:** James Lehane

The meeting was called to order at 7:00 p.m.

**Review and Approval of Minutes from January 8, 2019 meeting**

- ChristineB motioned to accept the January 8<sup>th</sup> minutes as corrected – TedS seconded and all were in favor. Correction – second page, second arrow change “understating” to “understanding”

**Correspondence/Statements/Announcements**

- Library Trustee seat open as Library Trustee, James Lehane, resigns.

**Director’s Report**

- \$200 donation received from the Sandwich Arts Alliance.
- Friends marketing subgroup – purpose to boost awareness, membership and funding. During National Library week (week of 4/8), the subgroup will have a presence in the library boosting the Friends mission. Also, they may have a table during Sandwichfest this year.
- On Monday 3/18 at 7:00pm, Joanne and other town community reps will speak at the Sandwich Women’s Club held at Spaulding. Joanne will be promoting the services the library provides to the community.
- Flooring project – budget of \$120,000, lowest bid \$81,000 from Atkinson Carpet and Flooring (their bid included references from 24 public library flooring jobs).

Work schedule:

Week of Monday 3/18 (downstairs) – vinyl installation in the meeting rooms, kitchen and hallway.

Week of Monday 4/1 (upstairs) – vinyl and carpet installation. The library will be closed on 4/2 and partial closure on 4/3 (archive and children’s rooms).



- Children's Room – painting the entire room. A local photographer will take a series of pictures of the children's mural and those pictures will be archived.

### **Chairperson's Report**

- Library Project –
  1. Workshops – purpose to discuss various aspects of the library project ie campaign advertising and marketing tools. (posted meetings)
  2. Survey – to be completed by each trustee. General information gathering process of what each trustee envisions for the library.

### **Old Business**

- JoeR – Weston Fund now operates under its own umbrella separate from the town. As a result, the fund now has to pay for expenses such as filing taxes and audit costs. In addition, there were start up costs for filing as a 501C3 of \$500. Joe will invite Geoff Lenk to the April meeting to discuss this matter and evaluate whether to ask the town to reimburse these annual fund expenses.

### **New Business**

- JoanneL – archive housing considerations.
  1. BudD – if Town Hall becomes available space, would the archives consider moving there?
  2. Deb Rich (library employee) – holds dual positions at the library (archivist/reference librarian).
  3. This is a department within/under the library.
  4. MarkW – we must do what is right for the archives and the library.

Meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Melinda Aguiar