

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR JUNE 11, 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, Ted Scribner, William Fleming, Katie Miller, Bill Wagner, Ann Shea and Library Director Joanne Lamothe

**Absent:** Christine Brown and Jeanie Vander Pyl

The meeting was called to order at 7:02 p.m.

**Review and Approval of Minutes from May 14, 2019 meeting**

- JoeR motioned to accept the May 14<sup>th</sup> minutes as corrected – BillF seconded and all were in favor. Correction – third page under New Business remove “Consider promoting the Sandwich Reads Together group in the Enterprise. In the past, the column was titled “A Book That Touched My Life” to “Consider the possibility of a newspaper article fashioned after what was done for the Sandwich Reads Together Group.”

**Board Re-organization**

- **BillF moved to reelect both Mark Wiklund as chair and Joe Roche as vice chair for another term – BillW seconded and all were in favor.**

**Director’s Report**

- The Children’s Room painting project is complete.
- Friend’s update –
  1. Will be hosting a table at the SandwichFest in an effort to promote membership and visibility.
- FOSTA update –
  1. Will be hosting a table at the SandwichFest in an effort to promote membership and visibility.
  2. Their annual appeals letter has been sent out.
  3. Offering limited edition Christmas cards by Marise Fawsett.

**Chairperson’s Report**

- Library Project Update –



1. JoanneL, MarkW and TedS met with Bud Dunham, Brendan Brides and architects Studio MLA and David King –
  - This meet and greet session was used to continue reviewing the library project and confirm that the existing contract would allow the architects to continue on with the project going into its next phase.
  - Estimated architectural costs - \$40,000 per year plus expenses. Expressed a request for the town to pay for said costs.
  - Archive housing was discussed. Are the archives moving to town hall or staying at the library? The library's current architectural designs include special housing for the archives.
  - The architects did a walk thru of town hall and contacted the town hall structural engineer and were told that the town hall would not be able to support library load without structural support modifications to the building.
  - JoanneL – consider having an archive presence at town hall (ie visitor center related to historic Sandwich where the library could post reproductions of maps and photos, work station with digital resources and a tele-view display monitor.) while leaving the main archives at the library. There is a staffing concern to consider if the archives are moved. Deb Rich supports the library as its archivist and reference librarian.
2. T-shirt project – design process still under way. Quote of \$878 for 100 pieces to be paid out of Trustee funds.

Meeting was adjourned at 7:55 p.m. to enter into an executive session.

Meeting reconvened at 8:14 p.m.

### **Vote to Execute Compensation Agreement**

**MarkW motioned to award library director, JoanneL, a 3% merit increase for FY20 TedS seconded and all were in favor.**

Vote for compensation agreement –

MarkW – yes  
JoeR – yes  
TedS – yes  
BillF – yes  
KatieM – yes  
BillW – yes  
AnnS – yes

Meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Melinda Aguiar