

**Minutes of Special Meeting of Library Board of Trustees  
February 10, 2025**

**Present:** Peg Bodine, Dave Maher, Diane Buzzell, Carol Kelley, Lia Tulip

**Remote:** Harbour Fraser Hodder,

**Absent:** Ashley Place, Tom Skowron

**Call to order:** 6:00 P.M.

**Building Envelope Study:** Although the Town Administrator resigned, the library board has contact information for James Russo of SOCOTEC who submitted a proposal for the envelope study. Tom Skowron has offered to help “co-pilot” the diagnostic study. The chairperson of the board will attend the Friends’ meeting to discuss partial funding for the study. Some funds from the town’s capital improvement may still be available.

**Library Director’s Contract:** The Library Director’s proposed contract was revised recently. **A motion was made, seconded, and approved to offer the Library Director, Lia Tulip, a two-year contract which will run until June 2027.** After a discussion everyone felt that a two-year contract was appropriate. This will happen after Town Counsel approves the draft.

**Insurance Claim:** Library Director and Chairperson of the Library Trustees met with MIIA insurance adjuster. Both felt it was a successful meeting. Under the MIIA policy there were several options to complete the claim-related repairs. Both the director and chairperson felt the following option was the best.

- “We can have MIIA vendors ServiceMaster by Williams complete the mitigation/cleaning and contracting firm TruBuild complete the building repair work. They would work with us directly in completing all the work we discussed. MIIA vendors will be paid by MIIA once all their work is complete and completed to your satisfaction-MIIA also reviews and monitors their pricing and ongoing work.”

Once the option to complete the claim is chosen, work will begin. There is a \$5,000 deductible, however, credit will be given to books lost because of mold which may reduce or cancel the deductible.

**Renaud:** It was restated that the technicians who came could not complete the work they proposed because they could not access the panel. Trustees will ask Renaud to apply a reasonable credit to the spring switch over bill to compensate for the \$1,234.01 which the library was charged for work not completed

**Assistant Librarian:** The director working with the Assistant Librarian put together a job description for the Assistant Librarian. It will be posted in various places this week.

**CWMARS computer upgrade:** CWMARS is upgrading their computers to Windows 11 or higher. Currently two of our computers have Windows 11, and one can be upgraded. Six of the library’s computers do not have the hardware needed to upgrade. The Director will contact

Central Mass Regional Planning Commission to see if they can help with upgrading the hardware on those six computers.

**Fluorescent Lighting:** The Library Director has researched Mass Save energy audits and found that we can get a free energy proposal because we are customers of National Grid. In addition to an assessment, Mass Save has rebates and incentives for purchasing lighting. The director would like to institute a Go Fund Me on behalf of the library, likely focusing on paying for lighting upgrades, maybe a “Keep the Lights on Campaign”. If it raises extra money, then perhaps it can go to the building envelope study.

**A motion was made, seconded, and approved to adjourn at 6:48 PM.**

The next meeting is March 3, 2025, at 6:00 PM

Respectfully submitted,

Carol Kelley  
Secretary