WINCHESTER PUBLIC LIBRARY BOARD MINUTES

March 2, 2021

**Present:** Merrilyn Fedder, Janet Gant, Robin Lyons, Alice Ballard, Andie Fundel, Gina Glossop, John Coonrod, R.J. Paslay and Head Librarian, Darlene Smith.

**Absent:** Carol Sipes

Chairwoman Fedder opened the meeting at 7:02 and introduced Greg Hillis of Benton & Associates. He presented a “Proposed Floor Plan” and the updates for the library addition. After a land and basement survey at the library, the new basement will require extra columns and beams to fit to the existing basement foundation and to support the weight of the new addition. The basement will have a sump pump and separate heating/AC unit. There will be an inside door way between the two basements.

Mr. Hillis stated the roof of the new addition would not match the existing roof line, so there will be modifications made to allow the attachment of the new roof. The north and south roof line will remain the same. He also explained the support system and doorways from the existing children’s room to the new addition. (See floor plan.) The final plans will be submitted by the middle of March. Mr. Hillis presented an invoice in the amount of $27,456.

**Minutes:** The minutes of the last board meeting were approved as presented.

**Financial Report:** The Financial Report will be filed for audit.

**Librarian’s Report:** Darlene presented bills for the month of February in the amount of $1,417.68. John made the motion to approve the bills, seconded by Gina. Roll call vote, all yes. Alice is providing 25 craft kits for the children to pick up at the library. Merrilyn volunteered to help cut, construct the material for each kit.

**Committee Reports:**

 **Building and Grounds:** No report.

 **Policy and Personnel:** No report.

 **Grants:** Darlene reported she had spent the Back to Books Grant and the PPE Grant.

 **Computers:** No report.

 **Correspondence:** Darlene received a suggestion to have a plaque made, honoring the Leiner family for the gift of land to the Library.

 **Construction Grant:** See report from Greg Hillis at beginning of meeting.

**Old Business:** Board members agreed to a “soft” opening of the Library on April 5, 2021, Monday through Friday. The Library will not open on Saturday at this time. Darlene stated the hours will be 12:00 noon to 5:00 p.m. on Monday, Tuesday, Wednesday and Friday. The hours on Thursday will be Noon to 6:00 p.m. Darlene will notify the two librarians and set their work schedules.

Darlene is planning a Summer Reading Program and would like to have another Book Walk from the Tracy Foundation.

Alice presented information on the possibility of the Memorial Brick Fund Raiser, displaying an assortment of bricks from Woare’s Co. in Springfield. She is to find out the cost of engraving each brick and the cost of preparing the ground and a shrub for the location and report at the April meeting.

**New Business:** Merrilyn presented an estimate of $700.00 from Bob Howard to clean and seal the fireplace and repair the North and Northeast doors. Alice made a motion to accept the bid, seconded by Robin. Roll call vote, all yes. Merriyn suggested the city council committee on salaries meet with the library board to discuss yearly salaries.

John made a motion to approve the payment of 40% ($10,982.40) of the invoice from Benton & Associates. Gina seconded the motion. Roll call vote, all yes.

**Book Suggestions:** Gina – “Secret Warrior” by Joanne McCallie; John – “How the Light Gets In” by Louise Penny

**Adjourn:** Robin made a motion to adjourn at 8:37.

Janet Gant, Secretary

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